

SACRAMENTO COUNTY

OFFICE OF EMERGENCY SERVICES



Logistics Annex



FINAL
September 30, 2021

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RECORD OF CHANGES

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Introduction

1.1 Purpose

The mission of the Logistics Section is to coordinate and carry out the managed response efforts during an incident or emergency. The purpose of this Annex is to detail the responsibilities of Sacramento County, which are associated with the Emergency Operations Center (EOC) Logistics Section both prior to and during an incident or emergency. It may be activated simultaneously with other supporting annexes to the County Emergency Operations Plan (EOP) during a response. This Annex is applicable to all locations, agencies, organizations, and personnel with logistical support function responsibilities.

1.2 Scope

The Logistics Annex is applicable to Sacramento County departments with emergency operations responsibilities, and departments with essential resources. These may include but are not limited to:

- County departments with emergency public safety functions.
- County departments with critical infrastructure support functions.
- County departments carrying out routine interaction with the public.

The Annex can support emergency response to threats of all hazards:

- Man-made: e.g., biohazard, active shooter, terrorism, and etc.
- Accidental: e.g., train derailment, plane crash, and etc.
- Natural: e.g., pandemic, earthquake, wildland fire, and etc.
- Pre-planned events: e.g., large gatherings.

1.3 Objectives

The objectives of this Annex are listed below:

- Provide a concept of operations for logistics response and recovery activities, including resource management and tracking.
- Describe the logistics roles and responsibilities between Sacramento County and local, state, and federal responding agencies and organizations.
- Describe the tactical and operational control of response assets related to logistics between local, state, and federal responding agencies and organizations.
- Provide a coordinated logistics system compliant with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and relevant county, state, and federal laws.

1.4 Authorities and Planning Assumptions

A full list of authorities can be found in the County EOP. A listing of federal, state, and county authorities follows:

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended.
- Americans with Disabilities Act of 1990, as amended.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003.
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007.
- National Incident Management System. Department of Homeland Security. December 2008.

State

- California Emergency Services Act (CA government Code Section 8550 et. Seq.).
- California Disaster Assistance Act (CA government Code Section 8680 et. Seq.).
- California Code of Regulations Title 19, (Standardized Emergency Management System and California Disaster Assistance Act).
- California Disaster and Civil Defense Master Mutual Aid Agreement.

County

- Sacramento County Emergency Services Code Chapter 2.46 of the Sacramento County Code

Planning Assumptions

This Annex was created to integrate the concepts and structure, as it relates to Logistics Section responsibilities, defined by the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). The following assumptions are made to ensure a whole of community approach to planning for an emergency or incident:

- All county, state, and federal processes, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, modify, both, the practice and Annex to reflect with updated processes, procedures, and protocols.
- Only departments that have a pre-identified response role or a role closely supporting logistics will be included in this Annex. The departmental roles listed are limited to those applicable to the event. In major disasters, the scope of response roles may be expanded.
- In any disaster, primary consideration is given to the preservation of life. Additionally, time and effort must be given to providing critical life-sustaining needs and stabilization of those conditions that are resulting in continued threats to life.
- In a catastrophic incident, damage control and disaster relief will be required from the local, state, federal, and other governments as well as private organizations.

- The County Emergency Operations Center (EOC) may or may not be activated in support of an event or emergency. EOC activation will be determined based on the scope and scale of the event.
- Electronic communications utilizing information technology systems will be compliant with Section 508 of the Rehabilitation Act.
- All printed public education material produced to support this Annex shall be available in multiple accessible formats for distribution to the general public.
- Residents could be displaced, requiring shelter and social services needs. Sheltering activities could be temporary or long-term depending on the severity of the incident or emergency.
- Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure could be damaged and in limited operation. Vital vehicle and rail corridors could be damaged and impassible.
- Communications infrastructure could be damaged, causing disruption in land-line telephone, cellular telephone, radio, microwave, computer/Internet, and other communication services. Re-establishment of communications infrastructure will be critical.
- County departments will be self-sufficient for the early onset hours of catastrophic incidents and should not expect to rely on normal supply chains during this time.
- Impacted households and businesses will primarily be required to sustain themselves and their immediate neighbors during the early onset hours of an emergency, since official response resources will be committed to rescue and protect only those at greatest risk.
- A catastrophic event or a series of concurrent smaller events will require a vast amount of emergency resources to respond to the emergency needs of affected communities as well as to recover from their effects.
- Local and state-owned resources may be exhausted quickly in a catastrophic event.
- A disaster of national significance may require mutual aid from local, state, and federal resources, but in disasters of such scale also expect that outside resources will be limited.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation both to and from affected areas may be interrupted due to damage to roads, bridges, airports, and other transportation means; thereby slowing both incoming resources and effective evacuation of impacted persons.
- The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.

CONCEPT OF OPERATIONS

2.1 EOC Organization

The EOC organization is structured around the five SEMS functions required on any incident, even though for a smaller incident one or more of the General Command functions may be consolidated at the discretion of the EOC Director. If there is a need to expand the organization beyond the EOC Director and four Section Chiefs, additional positions have been defined within the EOC framework. Within any of the four Sections, Branches and Units are established dependent upon the operational requirement, and the Operations Section may also expand to include Divisions and/or Groups.

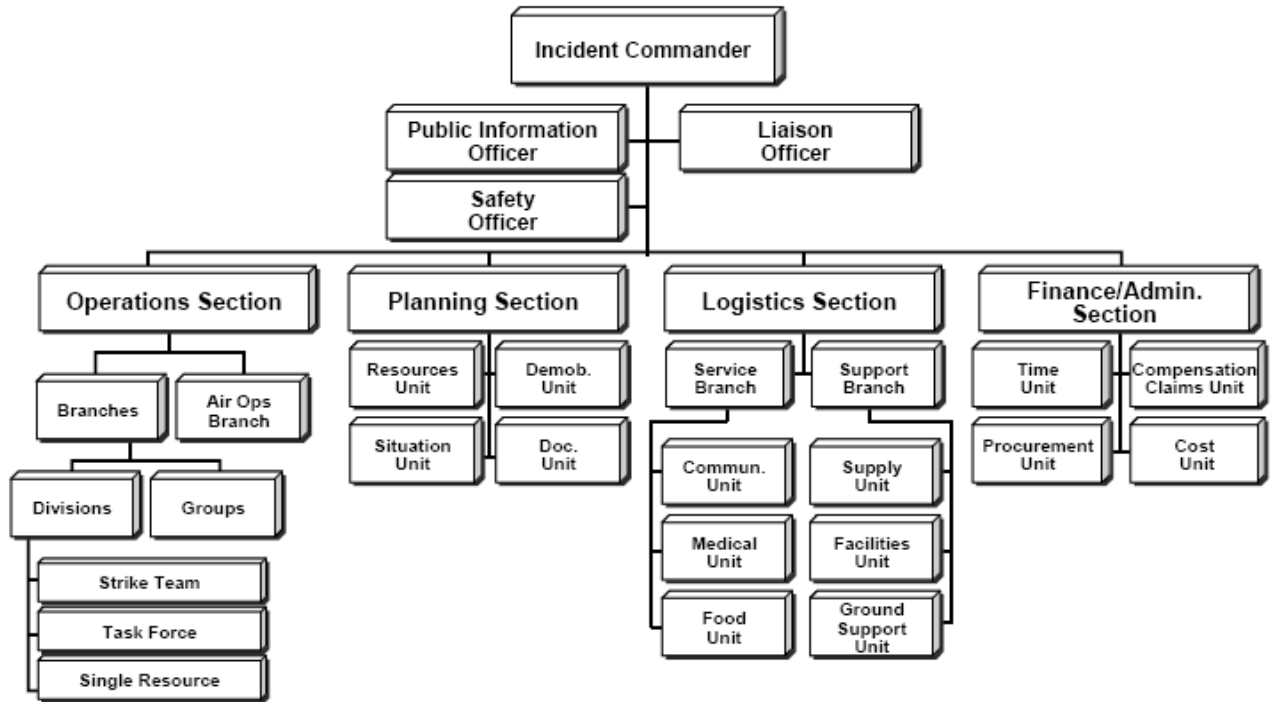
When activated, the following four primary functions are established to support EOC Management, including the EOC Director's position in EOC Management:

- EOC Management.
- Operations Section.
- Planning and Intelligence Section.
- Logistics Section.
- Finance Administration & Recovery Section.

Determination of the appropriate level of staffing for the four primary Sections is the responsibility of the EOC Director; however, each of the four Section Chiefs has significant authority to expand or contract the respective Section to support effective completion of the function's responsibilities.

When necessary, support by additional agencies/jurisdictions/partners will be coordinated through the Liaison position within the command staff.

Figure 1: Sample ICS Organization Chart



2.2 Role of Logistics Section

The Logistics Section is responsible for all services and support needs, including:

- Ordering, obtaining, maintaining, and accounting for essential personnel (excluding Fire and Law Enforcement), equipment, and supplies.
- Providing communication planning and resources.
- Setting up food services for responders.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services to incident personnel.

2.3 Operational Priorities

As set by the Incident Commander or EOC Director, operational priorities can consist of:

- Traditional Priorities of Response Agencies during Emergencies and Disasters.
 - Save lives and prevent injuries.
 - Stabilize and/or control the incident.

- Protect property and the environment.
- Incident-specific operational priorities will be provided by the EOC Director, including as part of the Event Action Plan (EAP) for each Operational Period (OP).
- Priorities of the Logistics Section, which is a support function to operations.
 - Ongoing priority of logistic is “to get the right thing to the right place at the right time.”
 - Effectively fulfill resource requests for first responders and communities in need.
 - Track resources accurately as they are acquired and subsequently released.
 - Prioritize resource acquisition and fulfillment processes to best support the incident-specific objectives and associated priorities of the EOC Director.
 - Support allocation of scarce resources by providing accurate information regarding the scarce product’s supply chain, including status of any disruptions, and options for substitution and/or alternative sources of supply.
 - Support cost-savings and improved effectiveness during the acquisition and deployment of required resources, as well as potentially more effective supply solutions through options such as bulk purchasing, temporary storage, donation management, and/or non-traditional delivery solutions.

2.4 Logistics Section Organization

With an EOC fully activated, the Logistics Section for an incident may involve three branches and personnel to staff as many as 12 functional units.

The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident. Unified ordering takes place through the Logistics Section Order Managers to ensure controls and accountability over resource requests and associated fulfillment activities of the EOC.

The Logistics Section Chief activates, as necessary, and supervises the Service, Support, and Personnel Branch Directors and the Units within the Logistics Section. The Logistics Section Chief position is staffed by representatives of Department of General Services (DGS). Some incidents may require additional units to be established within Logistics. The Logistics Section Chief will determine the need to activate or deactivate a unit. If units are activated, Unit Leaders are appointed to address the needs of communications, food, medical, supplies, facilities, and ground support. If a unit is not activated, the responsibilities related to that unit will remain with the respective Branch Director, when activated, or with the Logistics Section Chief.

2.4.1 Service Branch

The Service Branch is responsible for the management of all service activities of the incident, including communications, technology, food, and medical support.

2.4.1.1 Communications Unit

The Communications Unit is responsible for developing plans for the effective and efficient use of incident communications equipment and facilities, installing and testing equipment, and supervision of EOC Communications. The EOC Communications Plan(s), which are documented on FEMA’s ICS Forms 205 (Radio) and 205A (Other, including Phone; Email), are prepared and maintained by the Logistics Section,

and this is an important responsibility of the Communications Unit Leader whenever this unit has been activated. The Communications Unit is also responsible for the distribution and recovery of communications related equipment to incident personnel at the EOC.

2.4.1.2 Information Technology Unit

Certain incidents or events may require the use of Information Technology (IT) systems. The Information Technology Unit is responsible for monitoring and testing computer information systems and ensuring automated information links with the EOC are maintained. The Unit will also coordinate with the Communications Unit and Logistics Section Chief about any system failures and restoration activities.

2.4.1.3 Food Unit

The Food Unit is responsible for determining feeding requirements at all incidents, including all remote locations (i.e., Camps, Staging Areas), as well as providing food for personnel unable to leave their tactical field assignments.

The Food Unit will conduct the following processes and activities: menu planning, determine cooking facilities, food acquisition, food preparation, distribution/serving of prepared food and providing potable water, general maintenance of the food service.

Under the Logistics Section, the Food Unit does not provide food services for those affected by the incident or event. A Food Branch could be established in the Operations Section to meet the needs of those affected by the incident.

2.4.2 Support Branch

The Support Branch is responsible for the management of all support activities at the incident, including supply and procurement, personnel, facilities, utilities, transportation and ground support, as well as resource tracking.

2.4.2.1 Supply/Procurement Unit

The Supply/Procurement Unit is responsible for ordering personnel, equipment, and supplies for the incident, while maintaining an updated inventory of available supplies/equipment, and servicing non-expendable supplies and equipment. This Unit will coordinate delivery of supplies and materials as required.

All off-incident resources will be ordered through the Supply/Procurement Unit, including tactical and support resources, and both expendable and non-expendable support supplies. The Unit will determine if requested types and quantities of supplies and material are available in inventory. With the Purchasing Unit in Finance/Administration Section, the Unit will determine procurement spending limits.

2.4.2.2 Personnel Unit

The Personnel Unit is responsible for obtaining, coordinating, and allocating all non-fire and non-law enforcement mutual aid personnel support in response to approved requests that are received; registering volunteers as Disaster Service Workers (DSWs); and for managing EOC personnel issues and requests.

2.4.2.3 Facilities Unit

The Facilities Unit is responsible for the acquisition, layout, and activation of incident facilities, including the EOC's facility and other facilities, as necessary. The Unit provides sleeping and sanitation services for incident personnel, and manages base operations. Each facility or base will be assigned a manager who is responsible for managing the operation of the facility. The Unit can arrange for continuous maintenance of acquired facilities, ensuring that utilities are operating properly.

The Facilities Unit will also ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing furniture according to staff's needs, supplies, and materials necessary to configure the space in a manner appropriate to accomplish the mission. Additionally, the Facilities Unit will ensure that all acquired buildings, building floors, and/or workspaces are returned to their original state when no longer occupied/needed, which should include appropriate documentation by the assigned facility manager of the original state as well as the returned condition.

2.4.2.4 Utilities Unit

The Utilities Unit coordinates with commercial utility companies, to include electricity, gas, and local water utilities when relevant, to obtain the status of utilities and communicate Operational Area priorities. This Unit will also coordinate the operational status of County communication systems and ensure that the EOC's communications systems are functioning.

2.4.2.5 Transportation/Ground Unit

The Transportation/Ground Unit, in coordination with other branches as appropriate, develops a transportation plan and traffic plan to support EOC operations. The Unit will arrange for the acquisition and support effective use of required transportation resources during an incident, including the management of transportation needs for personnel, supplies, food, and equipment.

The Unit coordinates with branches and units in the Operations Section to determine if assistance is needed at the field level. The Unit will arrange for and activate fueling, maintenance and repair of ground transportation vehicles, as well as coordinate with the Facilities Unit for any staging area needs and/or special vehicle parking requirements at camps (e.g., heavy or large vehicles).

2.4.2.6 Resource Tracking Unit

The Resources Tracking Unit is responsible for maintaining detailed tracking records of resource allocation and their general use, in order to maintain logs and invoices to support the documentation process and for resource information displays in the EOC. This includes resources already in place, resources requested but not yet on scene and estimates of future resource needs. The level of detail required for tracking the "use" of a specific resource is limited to the collection and documentation of all assigned position(s) and/or overall mission tasking(s), including each starting and ending date and time for the assignment. The level of detail for this resource tracking by the Logistics Section, and the Resource Tracking Unit when deployed, does not include documentation of the details of specific activities, which were performed within the responsibilities of each assignment.

The Unit cooperates closely with the Operations Section to determine resources currently in place and resources needed. Coordination with the Planning and Intelligence Section can also provide resource information to the EOC's Event Action Plan.

2.4.3 Personnel Branch

The Personnel Branch is responsible for obtaining, coordinating, and allocating all non-fire and non-law enforcement mutual aid personnel support requests received. The Branch can establish the following units as needed: Personnel, Volunteer, and Emergency Managers Mutual Aid (EMMA) Coordinator. The Branch will also register volunteers as DSWs and manage EOC personnel issues and requests.

2.4.3.1 County Personnel Unit

County Personnel Unit provides assistance with issues involving the County Workforce, while they are either assigned as incident personnel or being adversely impacted by a past or scheduled assignment. It is responsible for monitoring the status of County workforce members who are assigned to the incident and assisting in procurement of temporary augmentations. The Unit helps to ensure success in obtaining necessary emergency staffing and supports any moment-of-need hiring for the response in cooperation with HR.

2.4.3.2 Other Personnel (Non-County)

Non-county personnel can be requested to support the response during an incident. Under the Personnel Branch, these personnel acquisitions of non-County personnel can best be coordinated by identifying potentially available resources and maintaining an inventory of unassigned or currently underutilized personnel support options; to include knowledge of the capabilities of volunteer resources, mutual aid partners' workforce, and short-term contract personnel.

2.5 Logistics Section Staffing Process

Upon activation of the EOC, Department of General Services (DGS) will staff the section with personnel as necessary, depending on the need, size, and scope of the incident. Throughout the period of EOC activation, the Logistics Section Chief will coordinate with the EOC Director as to requirements to expand the section's staffing or to effectively contract and/or consolidate Branch/Unit responsibilities.

Phases of Operations

3.1 Logistics Preparedness – Pre-activation

Preparedness is not a defined outcome, but is instead continuous actions in pursuit of targeted capabilities, which change based on the situation. Preparedness Planning and Readiness Activities are regularly conducted by department directorates and programs.

The following pre-set resources are primary parts of preparedness:

Table 1: Preparedness Assets, Resources, and Activities

Preparedness Asset	Preparedness Resource or Activity
Personnel	<ul style="list-style-type: none"> • Pre-identified personnel to support staffing EOC sections, branches, and units. • Department of General Services (DGS) maintains list of qualified personnel who can be activated for response. • Sacramento County maintains a call-out list within EverBridge, the alert system used by the County. • Personnel on the call-out list will have already completed the required trainings in advance. • Personnel list should be updated to reflect updates in overall staffing; including retirement, re-location and etc.
Physical Resources	<ul style="list-style-type: none"> • Pre-identified physical resources to support incident response are important tools for effective response. • Acquire or maintain inventory lists for planned resources. • Utilize Maintenance Calendar to ensure available resources are ready for activation and utilization.
Facilities	<ul style="list-style-type: none"> • Prepare for activation of staging areas or prescreened sites; including Warehouse(s). • Maintain inventory of County owned and leased facilities. • Develop procedures to expedite emergency leasing and/or permission-based utilization of county-owned or county-leased facilities.

Preparedness Asset		Preparedness Resource or Activity
Policies, Strategies	Plans,	<ul style="list-style-type: none"> • Prepare for expedited procurement of additional emergency response resources. • Maintain County goods and services contracts, vendor lists, and associated contact information. • Develop stand-by contracts, open purchase orders, accounts, etc. with local vendors and service providers. • Develop policy and procedures for the ordering, procurement, accounting, receipt, allocation, delivery, and distribution of purchased and donated goods and services, as well as for these items when directly acquired from public agencies, e.g., local, regional, state, and/or federal. • Engage with private sector partners to understand their business continuity plans and supply chain interdependencies.
Standard Procedures	Operating	<ul style="list-style-type: none"> • Resource requesting, approval, and fulfillment processes and associated forms, including information sharing expectations, e.g., Essential Elements of Information (EEI) for the resource management responsibilities of Logistics. • Chain-of-custody tracking, including document retention. • Warehouse operational SOP's and associated forms, including: inventory management system (IMS); storage; allocation; picking; quality control; staging; and shipping; as well as discrepancy handling and inventory auditing. • Staging area operational SOP's and associated forms, including tracking of vehicle and/or driver's status from their arrival through inspection, preparation, and dispatch, as well as their subsequent return to the staging area, and either standby for new dispatch assignment or to be processed for release.

3.2 Activation

During activation, the Logistics Section will ensure that appropriate personnel, equipment, and supplies are either in place or are being effectively acquired, including maps, status boards, vendor references, and other resource directories.

Based on the situation, the following branches/units within the Logistics Section can be activated as needed:

Table 2: Logistics Section - Branches

Service Branch	Support Branch	Personnel Branch
<ul style="list-style-type: none"> • Communications Unit • Information Technology Unit • Food Unit 	<ul style="list-style-type: none"> • Supply/Procurement Unit • Personnel Unit • Facilities Unit • Utilities Unit • Transportation/Ground Unit • Resource Tracking Unit 	<ul style="list-style-type: none"> • County Personnel Unit • Other Personnel (Non-County) Unit

Other priorities during this phase include:

- Conducting an initial assessment to evaluate current and projected resource needs.
- Establishing staging areas, donation deposit sites, warehouses, volunteer reception sites, and other field logistics sites to receive, stage, store, and manage the redistribution of resources.
- Divert non-emergency resources to emergency use and initially employ mutual aid agreements and vendor contracts for additional resource support.
- Establish PODs to provide life-sustaining commodities, such as water, food, tarps, and other bulk resources, to the public.

3.2.1 Virtual Activation

Virtual activation of the Logistics Section occurs through updating the Duty Officer Status. In updating the Duty Officer Status, the EOC is activated and branches conduct regularly-coordinated virtual meetings. Virtual activation follows the same protocols and processes of physical activation using WebEOC while operating remotely. During virtual operations, the Duty Officer represent the EOC Director and will perform multiple responsibilities including managing the warehouse, coordinating deliveries, and performing related logistical tasks.

3.3 Sustained Operations

During sustained operations, Logistics Section will plan for multiple Operational Periods, which could involve multiple Incident (or Event) Action Plans. This can include:

- Coordinating activities with state and/or federal teams that may be dispatched to the incident area.
- Forwarding resource requests that cannot be filled locally to region, state and/or federal entities in accordance with SEMS and NIMS protocols.
- Updating progressive incident objectives to support response functions.
- Expanding and/or contracting of the Logistics Staffing levels and organizational elements.

- Compiling a list of newly vetted vendors for the required response resources, including support from newly engaged partner agencies; newly qualified manufacturers and/or suppliers, as well as newly executed MOA's, Master Agreements, and/or open procurement contracts for response resources.
- Compiling a list of newly vetted substitutions for response resources that are scarce or costly, including newly produced solutions or successful alternatives for supplementing the physical resources requirements and alternative options for personnel assignments, e.g., under enhanced licensing authorities.

3.4 Deactivation/Demobilization

In addition to the final closure of the EOC Logistics Section's operations, various Logistics Section Units may be impacted by smaller Deactivation/Demobilization activities throughout the incident response, such as:

- Facilities Unit – A leased warehouse that was used for support of the emergency response is deactivated/demobilized.
- Resource Tracking Unit – Rented trucks and/or material handling equipment and their respective operators are released.
- Personnel Branch – Volunteer Coordination Unit is demobilized once volunteers are no longer being coordinated at the County EOC level.
- Participant in debriefs and after-action reviews to contribute to After Action Reports and Improvement Plans.

Following demobilization, all unit leaders and staff should engage in a post-incident hotwash to discuss best practices, areas for improvement, and lessons learned. This may result in the development of an After-Action Report or Improvement Plan (AAR/IP).

3.5 Duty Officer Operations

- Activation of EOC at a base or slightly higher than base level, where either –
 - EOC Director (or Duty Officer) has responsibility for Logistics, or
 - EOC Director delegated Logistics duties to another General Staff position, such as Operations or Planning.
- Duty Officer may remotely coordinate EOC response activities and will monitor low level events and communicate with and/or advise departments/agencies of event status.
- These can include incidents requiring monitoring and information coordination, as necessary.
- Level of activity does not require the staffing of EOC to activate a Logistics Section to provide logistics support in order to fulfill response roles.
- The Duty Officer is not responsible for all logistical tasks; including real estate acquisition, and equipment procurement.

CORE CAPABILITIES AND RESOURCE MANAGEMENT

4.1 Overview

This Annex is aligned with California Governor’s Office of Emergency Services (Cal OES) Emergency Support Function 7 (ESF-7) – Resources. ESF-7 is crosscutting in that while execution of ESF-7 is assigned to the Logistics Section, in practice ESF-7 involves the support of all preparedness, response and recovery operations conducted under California ESFs 1 through 18. The role of the Logistic Section is to ensure that resources are made available “what, when and where.”

Physical resources may be procured, and personnel resources acquired from various sources including:

- Departmental – Includes equipment, supplies, personnel and delegated contracting authority.
- Private Sector – Obtained through contracting or purchase via County purchasing and/or the EOC purchasing unit.
- Interagency or Mutual Assistance Agreements – Includes assistance for hire by governmental agencies.
- Non-Governmental Organizations/Voluntary contribution – Includes contributions under Memorandums of Understanding, registered and organized Disaster Service Worker Volunteers and spontaneous volunteers.
- Mutual Aid – As defined under the California Emergency Services Act (ESA) and coordinated under discipline-specific Mutual Aid Plans or the provisions of the ESA and the State of Emergency Plan.

Figure 2: NIMS Resource Management Cycle



4.2 Mission Support

The Logistics Section supports preparedness, response, and recovery missions with physical and personnel resources, services, and the overall process of managing how resources are acquired, stored, and transported to destination. The types of missions will depend upon the nature, scope, and duration of the incident and may include:

- First responder support (including traditional first responder resources of police, fire, and emergency medical services (EMS), as well as resources from public health, public works, water and power).
- Health care support (including hospitals, clinics, skilled nursing facilities (SNFs), and nursing homes, as well as potentially support for private physicians, pharmacies, and long-term residential care).
- Mass care support.
- Mass evacuation support.
- Long term utility outage response.
- Debris clearance support.
- Commodity distribution support.
- Mass casualty support.
- Large scale hazardous materials response.
- Disease outbreak response.

4.3. Resource Typing

The end use/recipients of incident preparedness/response/recovery resources may be to: a.) support first responders and other support personnel and organizations; b.) aid populations affected by the incident; and c.) support procurement, handling, storage and delivery of emergency related resources at the time and place of need.

4.3.1 Physical Resources

Physical resources may include either expendable or non-expendable resources. Expendable resources are normally not recoverable and are deleted from inventory tracking by the Logistics Section once delivered to the end user. Non-expendable resources are normally recovered and returned to source, including County if purchased, after use (deployment/distribution) and these assets remain in tracked inventory of the Logistics Section until returned to source or otherwise accounted for.

Table 2: Common Resource Types

Examples of Expendable Physical Resources	Examples of Non-Expendable Physical Resources
<ul style="list-style-type: none"> • Food • Water, including bottled and bulk potable water • Facility Sanitary Supplies • Personal Hygiene Supplies • Pet Food • Fuel, including propane, gasoline, diesel fuel • Expendable personal protective equipment (PPE), such as face masks • Pharmaceuticals • Wearing Apparel • Non-potable water • Plastic tarps 	<ul style="list-style-type: none"> • Cots • Blankets • Tents • Work trailers • Personal protective equipment (PPE), such as hazmat suits and power air-purifying respirator (PAPR) • Pharmaceuticals • Durable medical equipment • Temporary Fencing • Portable toilets • Traffic control devices (K-rails, cones, signs) • Portable generators • Heavy equipment (debris removal) • Firefighting equipment • Decontamination equipment • Folding chairs • Folding tables

4.3.2 Personnel Resources

Personnel resources may include individuals, strike teams, or larger units and may include responding agency personnel, support personnel from other County departments, mutual aid responders, and/or personnel from participating external agencies as well as volunteers.

Table 3: Example of Personnel Resources

Examples of Personnel Resources
<ul style="list-style-type: none">• Traffic control• Health and medical• Materials handling/warehouse• Drivers• Equipment operators• Building inspectors

4.3.3 Services

Services may be provided by the applicable agency or supporting County department but are frequently provided by vendors. The term “Services” is inclusive of the physical and personnel resources required to deliver the required service.

Table 4: Example of Service Resources

Examples of Service Resources
<ul style="list-style-type: none">• Food preparation• Home food delivery• Pharmaceutical distribution• Custodial• Refuse collection• Hazardous waste collection• Hazardous material (HazMat) remediation• Childcare• Laundry• Animal care (domestic)• Package delivery• Building inspection/damage assessment• Transportation Brokers• Heating, ventilation, and air conditioning (HVAC)• Electrical• Plumbing• Emergency communications sites (cell, internet, satellite, radio)

4.3.4. Logistics

Logistics capabilities include those resources required to procure, handle, store, manage, track, and deliver other resources at the place and time of need, as well as service and recover those resources when appropriate. They may include physical assets, personnel, or service resources singly or in combination.

Beyond the staffing and materials requirements of the Logistics Section, other examples of Logistics Resources include those listed in the following table.

Table 5: Example of Logistics Resources

Examples of Logistics Resources
<ul style="list-style-type: none">• General cargo vehicles (tractor-trailer rigs, box trucks, vans, pickup trucks)• Specialized cargo vehicles (fuel tankers, potable water or non-potable water tankers)• Passenger vehicles (vans, busses, passenger cars)• Vehicle drivers• Warehouse space• Material handling (forklifts, pallet jacks, dollies)• Warehouse workers• Inventory management personnel• Vehicle dispatch and tracking system• Inventory management systems• Communications equipment

4.4 Resource Management Process

4.4.1 Identify Requirements

The first step in the resource management cycle is to determine the needs in the field and make them known to the EOC.

There is a preliminary requirement and supporting elements, which the Logistics Section will either be primarily responsible for or will provide support for their implementation, and these important components will make this first step in the resource management cycle possible:

- The Logistics Section Chief must establish and share the incident's resource request process, and this process must be approved by the EOC Director.
- The EOC should have an established database application for documentation and processing of resource requests.
- However, even if there is an electronic system for resource request management by the EOC, the resource request processes will not always be the same for every type of incident or for every type of resource, such as:
 - The process for requesting law enforcement resources may go directly through the dispatch center of the County Sheriff's Department, and these requests may be accepted as a voice message sent over radio communications as opposed to always requiring a written resource request form.
 - The process for requesting medical-health resources may go through the Medical-Health Operational Area Coordination (MHOAC) program, and a special form may be required for resources that are considered as Medical Countermeasures (MCM).
- The ICS structure of the EOC, which is prepared by the Planning Section and approved by the EOC Director, is a very important element, because this documentation of the organizational structure identifies both the chain-of-command for transmission within the EOC and the position with approval responsibilities for each incoming resource request.
- The Communications Plan, which includes email addresses and phone numbers of the EOC positions, is a document that is prepared by the Logistics Section, and it can be an important element to support the success of the Resource Request process.

Resource requests may come from a field incident commander, a County Department Operations Center (DOC), a City EOC, or a special district. Resource requests should utilize Form ICS 213RR Resource Request Message and clearly articulate:

- Who needs it (requesting agency, receiving point of contact and their information, etc.)
- What is needed (specifics to include type, size, mission, etc.)
- Why is it needed (including mission description, to assist in determining the resource priority and if another resource may possibly be used instead)
- How much is needed (both immediately and over time, which is the asset's burn-rate for this mission/end-user, if response is expected to last a significant amount of time)
- When it is needed and for how long (how soon does it need to arrive, and how long do they anticipate needing it for? will they need it continuously, including on a routine schedule if the resource is consumable?)

- Where it is needed (where will it be used? where should it be delivered, such as a staging location?)
- Is it a physical resource, personnel resource, or a combination of these two, or is the resource request for a service?

4.4.2 Order and Acquire

Resource requests that reach the Logistics Section should be filled through the following:

- Locating and acquiring inventories from vendors with an established County contract.
- Locating and acquiring resources from local vendors without a County contract.
- Locating and acquiring resources from non-local vendors without a County contract.
- Non-discipline specific mutual aid requests.

The Logistics Section will need to notify suppliers (especially those with whom agreements already exist and if the county intends to activate those agreements), determine availability of supplies, evaluate requests against known supplies, procure additional supplies, hire new personnel, solicit donations, and manage/inventory those resources effectively. The Sacramento County Donations Management Annex has additional information regarding donation resource coordination.

4.4.3 Mobilize

Part of resource coordination includes the mobilization of resources. This includes activating/operating key facilities, transporting goods quickly and efficiently even if normal transportation corridors or means are affected during the disaster, getting providers to transport supplies when possible, communicating with the requestor the status of the resource when it is in transit and has reached checkpoints, etc.

The Logistics Section will contact vendor partners according to event needs to establish communication lines and share information regarding the incident. The Logistics Section may also choose to utilize a staging area for coordinating the delivery of resources in large operations. More about staging areas can be found in the following Section 5.4.

4.4.4 Track & Report

The Logistics Section is responsible for performing routine follow-up on requests to the requestor and/or provider, re-routing resource requests that fall under other mutual aid categories, documenting requests appropriately (with the appropriate forms), reporting on arrival, and demobilization of resources. The primary method of filing and tracking resource requests is via WebEOC.

Resource management status information is collected, analyzed, and distributed by the EOC Planning and Intelligence Section. Sources of resource status information are Logistics and Operations, which obtain information from DOC's, Local Government EOC's, vendors, and mutual aid coordinators and cooperating agencies as well as the Regional EOC (REOC) Cal EOC reports. Once analyzed by Planning and Intelligence, the information is summarized and reported in Situation Reports and in the EOC Action Plan.

The Logistics Section is also responsible for coordinating with the Finance and Administration Section to maintain tracking of all transactions and ensuring access to any additional required funding, while maintaining awareness of legal obligations and authorized budgets.

Resource management costs and recovery information is collected and recorded by the Finance and Administration Section which provides reports to the CEO and Planning and Intelligence Section as needed.

4.4.5 Recovery/Demobilization

As the County begins to return to day-to-day operations, the following tasks need to be considered:

- Activate relevant plans and procedures (i.e: Debris Management Plan)
- Disposing of excess material.
- Deactivating or demobilizing facilities and staff (once all documentation is complete).
- Coordinating the return of supplies and commodities borrowed, to include repair, replacement, and restocking (and ensuring all equipment/supplies are accounted for and documented).
- Coordinate disposal of contaminated supplies.
- Thanking donors and suppliers (should be done in conjunction with the PIO and CEO).
- Following up with ad-hoc suppliers to put together agreements for the future.
- Debrief with personnel deployed to identify successes, failures, and highlight resources for personnel after disaster response.
- Evaluating response efforts, identifying improvement action items, revising this Annex and/or the appropriate plan(s), and participating in the After-Action process.

4.4.6 Reimburse

All financial transactions and agreements that remain in an open status including any necessary reimbursement(s) must be settled after the incident has demobilized. Entities requesting resources are responsible for resource costs directly or through reimbursement to the County at a later time.

During a declared disaster when federal assistance is justified, federal assistance is on a shared cost basis with 75% federal funds and 25% non-federal funds. All reimbursement is based on supporting documentation, which needs to be able to stand the test of audit. To meet eligibility requirements for reimbursement, an item of work must:

- Be required as the result of the emergency or disaster event.
- Be located within a designated emergency or disaster area.
- Be the legal responsibility of the eligible applicant.
- Have been requested by the impacted jurisdiction (if mutual aid).

4.4.7 Inventory

After a disaster, the remaining resources or donations need to be inventoried and stored properly for potential future use. This excludes resources that were damaged beyond repair and/or must be disposed of after use.

This process may be partially completed at any activated Staging Centers or Donations Warehouse locations. All remaining resources must be inventoried, packed, transported, and stored in an appropriate location. Cache or supply inventory tracking systems and spreadsheets should be updated accordingly after any event or emergency.

4.4.1 Resource Ordering

The most significant determinations of the type of Resource Request and its SOP's are:

- Is/are the requested resource(s) for a specific recipient's needs or will the requested resources be part of an available pool or cache at a warehouse where the final recipient is unknown?
- Is/are the resource(s) being requested only physical assets, only personnel, or a combination of personnel and physical equipment?
- Is/are the incoming resource(s) going to be paid for by the requesting party or is the source of the/these resource(s) providing the staff and/or item(s)/product(s) without charge?
- Is any physical resource that would be considered durable and therefore still be of value after its initial use and its return may likely be expected from the County and/or the original source?

4.5. Allocation of Scarce Resources

A "scarce resource" is defined as a resource for which demand exceeds or is anticipated to exceed supplies. A resource may also be considered "scarce" if there is limited capacity to deliver the resource to point of need. There are several important considerations that impact the decision-making process for determining the allocation of scarce resources, including:

- Resource type – Some resources are clearly of higher priority. Some resources may not address immediate needs but are important for short-term recovery.
- Target Recipients – Delivery to vulnerable populations must be prioritized against delivery to the (possibly more numerous) general population.
- Supply Status – What is that status of the target recipient's supplies? Do they have access to alternative sources? How does that play into the decision process?
- Supply Obstacles – Are there obstacles to delivery that would affect when/where/to whom resources should be delivered?
- Other considerations – Other considerations may include the absence of sufficient information, policy direction, and other factors unique to the situation.

The matrix below depicts these considerations when making scarce resource distribution decisions and suggests some priorities. However, this is not intended to be the final decision tool, but instead serve as an aid to guide the discussion of the issue. Final allocation decisions will be based on best judgement.

Table 6: Resource Type Matrix

Resource Type	Target Recipients	Status of Existing Recipient Supplies	Delivery Obstacles	Other Concerns
Life Saving/Life Sustaining <ul style="list-style-type: none"> Medical supplies and equipment Water Food (human) Food (household pets) Food (other domesticated animals) 	First responders Medical facilities Residential care facilities Shelters (official) NGO and spontaneous shelters	Exhausted 24 hr supply 24+ hr supply Alternative sources available Status unknown Inability of recipient to receive and/or distribute confirmed	Delivery resources available; no infrastructure constraints Some delivery resources and/or infrastructure limitations Conditions pose threats to health and/or safety of delivery personnel Potential health or safety threats to delivery personnel Delivery resources not available and/or other conditions preclude delivery	Consistent With specific policy guidance Consistent with general policy guidance and procedures No applicable policy guidance Policy ambiguous Inconsistent with available policy guidance
Convenience <ul style="list-style-type: none"> Personal items Sanitary supplies 	DAFN (including homebound) Culturally or geographically isolated communities			
Convenience <ul style="list-style-type: none"> Personal items Sanitary supplies 	Persons in group quarters (e.g., college dorms, jails, etc.)			

4.6. Inventory Management

Inventory management systems (IMS) are essential to knowing the type and quantity of available resources and their locations. The system should track and manage resources from initial ordering to final disposition and consists of both the software system and the process, policies and procedures that are used to track and manage the flow of resources. IMS encompasses procurement, receipt, storage, inventory, warehousing, order fulfillment, tracking, and delivery.

4.7 Local/State/Federal Resources & Mutual Aid

Mutual Aid requests will be processed in accordance with the procedures described in Section 2.2.6 of the Emergency Operations Plan.

RECEIPT, STORAGE, DELIVERY AND RECOVERY

5.1 Overview

This section describes the processes for the handling of resources from the point of procurement to delivery to end user, including the recovery of unused assets. This section also addresses warehouse and staging area operations.

5.2. Resource Receipt, Storage, Delivery and Tracking

5.2.1 Receipt

Resources may be received at the County Office of Emergency Services (OES) Warehouse; a public or private warehouse under arrangement with the County; a staging area; or directly to the point of need. Regardless of location, WebEOC must be updated to reflect receipt. The specific information to be entered into the IMS regardless of location of delivery must include the following minimum data:

- Resource description, e.g., type of product and key details sufficient to track item, such as:
 - “Tarp, plastic, 20’ by 24’, 8 mil, blue”
 - “Water, plastic bottle, 1 liter, distilled”
 - “Tamiflu, oral capsule, 75mg, 10 per bottle, (plus National Drug Code [NDC], Lot #, and manufacturer’s listed Expiry Date”
- Quantity of Each
 - Each is described as the lowest Unit of Measure shipped from the warehouse
 - E.g., Medical Exam Gloves, each box is 100; Leather Work Globes, each is a pair; Generator, each is one.
- Packaging and sub-packaging
 - E.g., Outer-most packaging (i.e., 20 per case); sub-packaging (5 per bag)
- Condition (if applicable)
 - E.g., Damaged; Broken; Contaminated; Expired; Missing part(s)
- Name/title/organization of the person authorized to sign for receipt (or person with actual signature)
- Location receiving, to include warehouse name, address, and etc.
 - Location stored, e.g., Area of warehouse floor; Rack #; Grid #; Refrigerator; Freezer
- Date/time received
- Source of the resources, e.g., contracted vendor; donating party; government agency (i.e., FEMA, DSNS, CalOES, CDPH)

- Identifying and/or “Use By” information (if applicable)
 - Serial Number for non-expendable items, e.g., equipment (i.e., generator, ventilator)
 - Pharmaceutical, e.g., National Drug Code (NDC); Lot #; Expiry Date
 - Use by and/or Expiry Date, if listed on the item’s packaging by the manufacture

If delivered to a warehouse or staging area the applicable information must be entered into the host facility IMS if separate for the IMS maintained by Logistics.

5.2.2. Storage

Resources may be stored for future use at the OES Warehouse, commercial or other government warehouse, or staging area. If stored in a facility using a separate IMS from Logistics, the pertinent information should be entered into the host site’s IMS.

Physical Resources: If possible, host facilities should provide materials handling personnel and equipment to properly receive, store, maintain, and safeguard resources while stored at their facility including temperature control and protection from weather if required by the nature of the resource with particular attention given to perishable resources.

Personnel Resources: Personnel may be temporarily housed in a camp, staging area or other facility while awaiting assignment and deployment. In this case Logistics must ensure that the facility is safe and secure; adequate arrangements are made for feeding; adequate sanitary facilities and supplies are available; and appropriate sleeping areas provided if personnel are to be present on site overnight.

5.2.3. Delivery

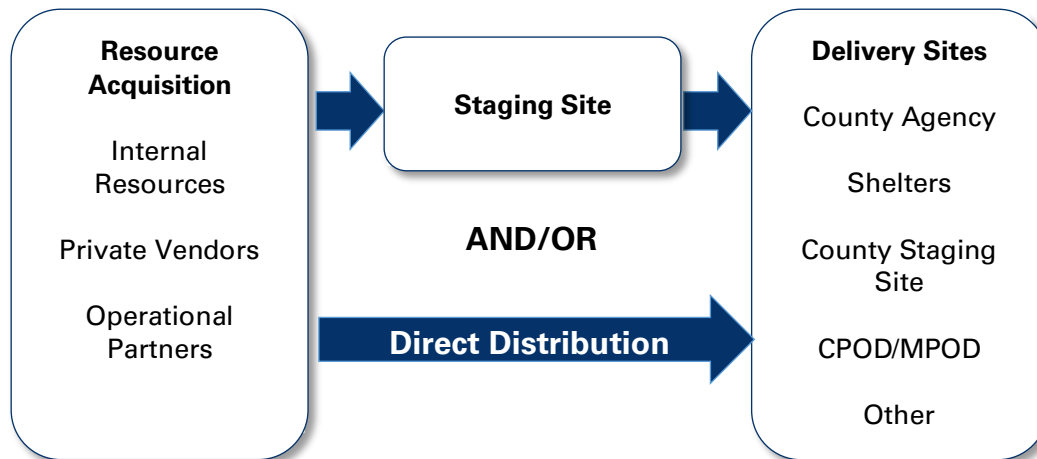
There are several options for delivery of resources:

- Delivery via County vehicle.
- Delivery utilizing leased vehicles.
- Direct delivery from vendor/mutual aid provider directly to operational site.
- Delivery utilizing commercial delivery services.

In some cases resources may be delivered to a staging site for final delivery to point of need.

In some cases, the requesting party for a resource may coordinate with a storage site manager to send a vehicle to pick up a resource, in which case the item is “delivered” at the time of transfer.

Figure 3. Delivery Options



Deliveries Utilizing County or County-Leased Vehicles and County Drivers:

Prior to dispatch:

- Brief drivers on the mission.
- Ensure drivers have current California driver’s license and authorized if a 3+ axle vehicle.
- Conduct safety inspection prior to loading.
- Check after loading to ensure cargo is balanced and properly secured.
- Provide drivers with Trip Tickets (see below).
- Record driver name, cell phone number, vehicle license number, destination.
- Provide drivers with safety briefing including any known hazards, detours, or closures.
- Provide drivers with emergency contact instructions, breakdown instructions, etc.
- Instruct drivers to inform dispatch unit of arrival at destination.

Direct Delivery by Vendor or Commercial Delivery Service:

Specific procedures will vary depending upon the normal operating procedures of the delivering entity and the receiving facility. Ensure that the delivering service have the following information:

- Location of destination (address and description).
- Name of person authorized to receive.

Trip Tickets

Each County driver will be provided with a packet of materials. Packet contents should include:

- Trip Ticket (delivery address, bill of lading (BOL), driver name, vehicle license number, name/title of person authorized to receive).
- Maps, if needed, but access to navigation support via mobile phone may be sufficient.

- Shipping documents from loading staff, which will include Packing List.
- Special delivery instructions, if applicable.
- Destination information (e.g., unloading point or dock number, time expected).
- If a secured facility, security perimeter access instructions.
- Travel directions for trip, if needed, and delivery sequence, if appropriate.

5.2.4. Fleet Management and Tracking

As vehicles may be sourced from multiple providers and locations, a coordinated system for managing the fleet is required to successfully execute emergency distribution operations. DGS Fleet Management will assign operational taskings, deploy vehicle resources, and track transportation resources.

Processes must be established and coordinated with all parties involved with the transportation of resources for the fleet to be effectively managed. DGS will implement processes or procedures for, at minimum, the following:

- Staff identification and validation – credentialing authorized vehicle support staff and drivers.
- Vehicle identification and suitability validation – coordination of vehicles availabilities and capabilities.
- Administrative procedures – check-in, check-out, etc.
- Tracking and reporting – delivery receipts, communication methods, documentation standards, etc.
- Routes – specific transportation routes required/desired.
- Vehicle staging area operations – designate, activate, sustain, secure, and operate staging areas.

DGS has the capability to track vehicles via GPS and will utilize it to track vehicles during incidents or emergencies. Additionally, DGS has a MOU with Enterprise Rental Services to provide vehicles during incidents or emergencies. Alternatively, DGS should develop or acquire a feasible fleet tracking system when utilizing rental vehicular services; for instance, radios may be issued to drivers to maintain situational awareness on individual distribution taskings. Regardless of the specific mechanism implemented for tracking vehicles, DGS should track:

- Vehicle number (if any), tag (license plate) number, and owner/source, including connection of resource to its acquisition
- Initial and final driver history of the vehicle, including driver's name if a vehicle is only owner-operated or the specific identification of all non-owner operators: (a) driver who initially drives a vehicle to the directed site; (b) pick-up driver of the vehicle if the vehicle is assigned to another party; and (c) driver of any vehicle that was assigned to another party at the time that vehicle is returned.
- Records of transfers of the vehicle between DGS and any response element, either internal or external.
- Departure time and place, for each assigned distribution tasking and for other trips from staging.
- Delivery time and place, for each assigned distribution tasking and for other trips from staging.

- Initial and daily status updates, including the vehicle's odometer reading and documentation of any visible damage and/or mechanical problems, even when a mechanical problem was resolved.
- Description of equipment assigned to a vehicle (i.e., pallet jack; radio) or its driver, i.e., cell.

5.3. Warehouse Operations

5.3.1. Overview

Depending upon logistical needs and the availability of suitable facilities, Logistics may elect to utilize warehouse space to support disaster distribution operations, using available County-owned warehouse facilities or vendor supplied facilities. Warehouse space may be used for storage only or may function as a staging area.

5.3.2. Procuring Warehouse Facilities

The County currently owns and operates numerous warehouses that can be utilized during steady state or emergency operations. To review a list of County-owned warehouses, please refer to Appendix M. If warehouse capacity is required for disaster response Logistics Chief will request the Procurement Unit to obtain warehouse resources through commercial channels. As the warehouse facility is being acquired and anticipated to become available, the Procurement Unit will coordinate with Facilities Unit, if it has been staffed, or if not, then with the Logistics Chief.

Basic warehouse requirements include:

- Sufficient space to store and handle expected quantities of material to be stored.
- Materials handling equipment (pallet jacks, forklifts, etc.).
- Experienced warehouse staff including material handling, supervision, and management.
- Proximity to freeways.
- 24/7 access.
- Vehicle access control.
- Site and resource security.
- Sufficient paved area for vehicle movement, parking and staging.

If used as a staging area warehouse configuration should include the elements described in the previous section. Cross-docking capability is highly desirable but not essential.

5.3.3. Warehouse Operations

Warehouse operations to support disaster distribution missions will vary depending upon whether the warehouse is used for storage only, or whether it is to function as a staging area. Functionality should include the following capabilities as appropriate to the mission:

- Receive and store commodity resources.
- Breakdown and repackage material received in bulk.
- Check in and check out of resources and delivery vehicles.
- Inventory records management.

- Efficient unloading, movement and loading of vehicles.
- Dispatching.

5.3.4. Warehouse Support

Warehouse operations will be managed and conducted by owner/operator staff. DGS may dispatch a DGS liaison to monitor warehouse operations and to maintain communications/coordination with the DGS DOC and/or the EOC Logistics Section.

5.4. Staging Areas

5.4.1. Overview

Some incidents may require the use of staging areas to receive and store resources for distribution to the requesting location at time of need. The ideal staging area will depend on the characteristics of both the incident and the resources being staged. The Logistics Section may work in coordination with County and operational partners to activate and utilize appropriate facilities as staging areas during an emergency or disaster.

In instances where a major medical-health disaster response involves both the deployment of substantial quantities of MCM and the rapid redistribution of large portions of that MCM to meet the immediate needs of various health care facilities and/or MPODs, the effective operations of the RSS warehouse may benefit most from a staging area for incoming delivery trucks that are waiting to be off-loaded and a completely separate staging area for the out-going delivery trucks that are waiting to be loaded at the RSS.

A staging area is not only used when there is an associated warehouse operation; however, when the staging area is holding resources, such as trucks, that are directly supporting the warehouse operations, then the staging area should be located in reasonable proximity to the warehouse to ensure timely travel times between facilities.

5.4.2. Site Determination

The establishment of staging areas is scalable to incident needs, because some responses may benefit from multiple staging area while others may be best served by having only one or even no staging areas. Location considerations include the site's proximity to disaster-affected population(s); impacted transportation infrastructure; access routes, post-disaster facility status, and capacity of the staging area itself, including perimeter fencing, hardened surface, absence of obstructions, and building suitable for shelter of response personnel; as well as other factors, which should all be considered when determining a staging area's location. In addition, if possible, staging areas should be located near transportation nodes to expedite logistics.

5.4.3. Staging Area Requirements

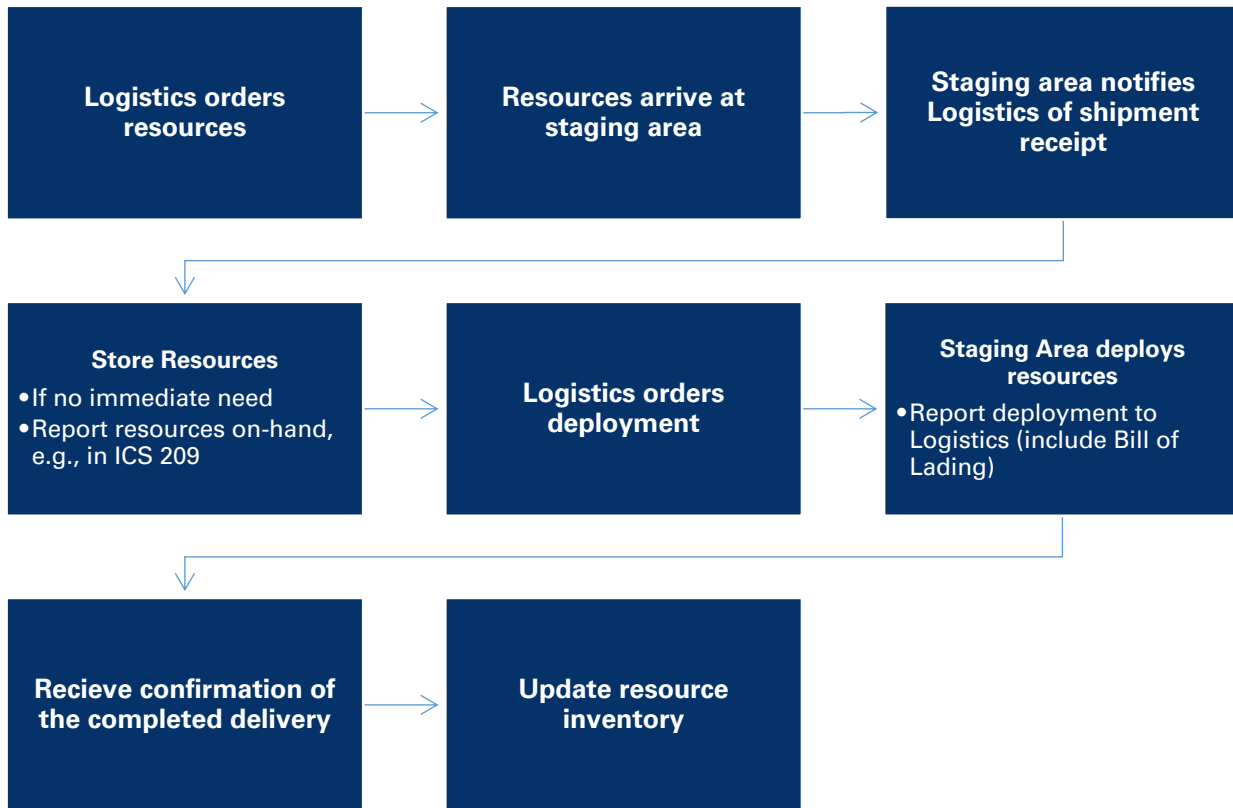
When feasible, staging areas characteristics and capabilities should be consistent with any specific requirements of the federal government for the operation of effective staging sites. The following standards should be met at activated staging areas.

- Sufficient area for parking and staging commodities.
- Sufficient area to support equipment, operations, and mission support personnel.

- Communications support and viability.
- Access to fuel and other support services, within a reasonable distance, if not on-site.
- Ability to establish and sustain separate ingress and egress patterns.
- Access to freeway and/or arterial street systems, which are suitable for distribution vehicles.
- Ability to establish and maintain security of assets and staff, including perimeter and facility.
- Ability to support cold-chain storage of resources, when necessitated by resource requirements.
- Sufficient enclosure, which is located outside of the staging/transfer zone, for staff to perform their office tasks and to rest.

A sample staging area schematic and equipment list is shown on Appendix C.

Figure 4: Staging Area Coordination Diagram, such as for Receipt, Storage, Shipping, and Replenishment of Commodities Used as Part of a Community Point of Dispensing (CPOD) Operation



Staging Area Process

The movement through a staging area should be systematic and follow a pre-determined process. The following graphic, Figure 5 depicts a typical flow of vehicle movements through a staging area that would be associated with both incoming resources and out-going resources.

Figure 5: Staging Area Process Diagram, such as for Incoming and Out-going Vehicle Movements that Support Receipt, Storage, and Shipping of Commodities as Part of a CPOD Operation



5.5 Resource Recovery and Return to Source or Other Appropriate Disposition

5.5.1. Overview

Expendable resources, such as resources that are used up by the receiving entity (e.g., water), generally do not need to be recovered, with some exceptions as noted below. Non-expendable resources and equipment (e.g., generators, materials handling equipment) will need to be recovered and/or returned to the issuing entity or to the County if the item was purchased by the County during the response. All resources that were expended or returned to their source should be removed from the inventory that is tracked by the Logistics Section.

For the purposes of payment for Mutual Aid resources and potential Federal reimbursement Logistics should coordinate with Finance to ensure that appropriate records are maintained.

5.5.2. Non-Expendable Resources

DGS-managed assets are defined as assets used in the day-to-day performance of DGS operations such as vehicles and associated equipment, and equipment used in the maintenance and repair of County facilities, that has been deployed for emergency response. It could also include surplus equipment that has been returned to DGS from another department for disposal, or any non-expendable assets that have been procured by DGS specifically for emergency response that have not been transferred or permanently assigned to another department.

DGS-managed assets will be recovered to a single location, and typically, vendors will retrieve vendor-owned resources from field locations. If other County departments' resources are being utilized in disaster distribution operations, a process for demobilization will be determined in coordination with the relevant County agency.

Fixed resources, such as warehouses and staging areas, will be demobilized when no longer required. Demobilization of fixed facilities will include the recovery of all material, supplies and resources deployed to the fixed facility to support disaster distribution activities; reconfiguring of these resources for return to normal operations; and repair or compensation for any damage resulting from disaster operations.

Logistics should follow up with transportation personnel, receiving entities, vendors, County departments, and any other entities involved in the distribution of a non-expendable resource to receive the necessary information to track the resource to completion of its recovery/return and officially demobilize that resource. The return processes will generally mirror the delivery processes described in previous sections. All non-expendable resources should be inspected, and their condition documented prior to return, including any damage or appropriate reporting of any lost or stolen resource.

5.5.3. Mutual Aid Resources

Logistics should coordinate the recovery and return of Mutual Aid resources with the providing entity. Prior to return, all Mutual Aid resources should be inspected and their condition documented. In the case of damaged resources documentation should include photos, if possible, and the return should be coordinated with Finance to determine/share procedures for ensuring the appropriate reimbursement of the providing entity.

5.5.4. Personnel Resources

County personnel assigned to support logistics operations (drivers, staging area personnel, etc.) will be released back to their home departments when no longer needed to support disaster operations.

Personnel who are assigned as responders and subsequently sustain any injuries in the course of supporting the logistical operations, especially when these injuries require more medical attention than simply initial first aid from support personnel at the scene of the injury, including any form of follow up medical care, should follow normal reporting channels for a workplace injury as the means to receive appropriate medical care. The circumstances of these injuries and any medical care that immediately follows should be well documented.

As part of the reporting and documentation for injuries to response personnel, any injuries to an individual that occurs while that individual is assigned as a responder to the incident, must be promptly reported to the injured responder's assigned supervisor for the response and also reported to their assigned supervisor for their day-to-day responsibilities at the first reasonable opportunity. This reporting and documentation requirement is especially true for on-duty injuries to a responder, but is also true for any off-duty injuries to a deployed responder during the period of any assignment that extends for longer than a single shift. Prior to release of Mutual Aid personnel back to home agencies Logistics should coordinate with the Personnel Unit to ensure that all time records are complete.

5.5.5. Recovery of Expendable Resources

While rare, there may be occasions when there are large amounts of unused expendable resources, which are both in original packaging and are considered to be of sufficient value to warrant recovery for future use or return to vendors for credit. Logistics Section will coordinate their recovery.

Annex Development and Maintenance

6.1 Annex Development

This Annex is developed under the authority conveyed to the Sacramento Office of Emergency Services in accordance with the County Emergency Organization which has the primary responsibility for ensuring that necessary changes and revisions to this annex are prepared, coordinated, published, and distributed.

6.2. Review and Updating

This Annex will be reviewed annually, and timed concurrently with the review of the EOP Basic Plan. Changes to the Annex will be published and distributed to all involved departments and organizations. Recommended changes will be received by the Sacramento Office of Emergency Services, reviewed, and distributed for comment on a regular basis. Elements of this plan may also be modified by the Sacramento Office of Emergency Services any time state or federal mandates, operational requirements, or legal statute so require. Once distributed, new editions to this plan shall supplant older versions and render them inoperable

6.3. Training and Exercises

Regular training and exercising the plan are essential not only for readiness but for ensuring that the plan remains an effective tool for emergency preparedness, response and recovery.

6.3.1. Training

All staff potentially assigned to the Logistics Section will be trained to IS 100 and 200 at a minimum, plus existing DGS policies and procedures. Staff potentially filling Logistics Section Chief should receive IS 300 and 400 training. The Office of Emergency Services in coordination with DGS will develop a program of initial and refresher training to ensure that all staff assigned to the Logistics Section have the requisite training to perform their assigned functions.

6.3.2. Exercises

The Office of Emergency Services will develop a program of tabletop, functional and full-scale exercises to test the County's Emergency Operations Plan on a regular basis. The exercises should include exercise objectives that rely upon elements of this annex, as appropriate. In addition, OES will coordinate with DGS to conduct tabletop and/or functional exercises on the procedures encompassed in this annex for all personnel likely to be assigned duties in the EOC Logistics Section and DGS DOC.

6.3.3. Training and Exercise Schedule

Table 7: Training and Exercise Schedule

Training and Exercise Schedule		
Frequency	Style	Participants
Annual	Training and Tabletop Exercise	Employees with DOC and EOC Logistics Section responsibilities
At Least Biennially	Functional Exercise	Logistics staff incorporated into a larger exercise
Every Three Years	Full-Scale Exercise	All Emergency Organization Management staff

APPENDICES

Appendix A: Logistics Annex Activation Checklist

Plan Activation Authority

This Annex may be activated by any of the following:

- EOC Director
- DGS Department Director or Designee
- DGS Emergency Manager

Checklist is Performed by:

- This check list is performed by the DGS Emergency Manager or Designee

When Performed:

- This Checklist is performed upon activation of the Logistics Annex and may be activated concurrently with or independently of EOC activation.

Activation

1. Notify DGS management team that Logistics Annex is being activated (DGS Director)
2. Notify EOC (if activated) of intent to activate or Office of Emergency Services Duty Officer if EOC not activated.
3. When EOC is not activated, and as a result no ICS Form 201 has yet been completed -
 - Coordinate with Purchasing and Contract Services to determine situation status and document on ICS Form 201
 - Determine initial incident objectives and document on ICS Form 201
 - Activate DGS ICS Organization, assign missions and tasks, and document on ICS Form 201
4. Determine if DGS DOC is to be activated (if YES proceed to Step 9)
NOTE: This step can be performed at any time deemed necessary during annex activation)
5. Conduct initial briefing for DGS ICS staff and other staff with assigned responsibilities for EOC Logistics Section
6. Detail DGS staff to EOC Logistics Section (if EOC activated and DGS staff not previously assigned)
 - IF EOC is NOT ACTIVATED, then assigned EOC Logistics Section will typically complete assigned Logistics duties/responsibilities without reporting to the EOC
7. IF DGS DOC IS TO BE ACTIVATED:
 - Notify assigned staff to report to DGS DOC

- Confirm DOC communications and computer systems operable
- Notify EOC or OES Duty Officer of DOC activation
- Conduct initial briefing for DOC staff

Continued Operations of DGS DOC

1. Obtain situation briefing and Incident Action Plan from outgoing ICS staff (for subsequent Operational Periods)
2. Continuously monitor status of incoming resource requests
3. Establish/maintain spreadsheet to track resource requests and disposition
4. Activate emergency contracting procedures as necessary to fulfill resource requests
5. Ensure that financial and time keeping records conform to FEMA requirements for reimbursement eligibility
6. Maintain communications with EOC or OES Duty Officer to monitor overall situation status
7. Request resources as necessary from other County departments by contacting Department Emergency Managers (DEMs)
8. Generate requests for Mutual Aid as needed and transmit to EOC Logistics Section
9. Deploy and track resource deliveries
10. Stand up warehouse and/or staging areas as necessary
11. Prepare Incident Action Plan for next Operational Period
12. Brief incoming DOC staff

Appendix B: Logistics Section Job Aid Checklists

Overview

This Appendix includes job aids for logistics positions that may be activated in the EOC Logistics Section. Note that only those positions that are required for the specific incident will be activated. These Job Aids are consistent with ICS principles and OES/CTSI recommendations.

Appendix B1: Logistics Section Chief | Coordinator Job Aid Checklist

Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources.

Elements Include:

- Ensuring the Logistics function is carried out in support of the EOC and Field Activities.
- Providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services, as well as arranging for food, lodging and other support services as required.
- Establishing the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensuring section objectives as stated in the EOC Action Plan are accomplished within the Operational Period or within the estimated time frame.
- Coordinating closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keeping the EOC Director informed of all significant issues relating to the Logistics Section.

Reports to:

- EOC Director

Supervises:

<ul style="list-style-type: none"> • Support Branch <ul style="list-style-type: none"> – Procurement Unit – Transportation Unit – Communications/IT Unit – Personnel/Volunteers Unit – Ground Support Unit – Facilities Unit 	<ul style="list-style-type: none"> • Service Branch <ul style="list-style-type: none"> – Communications Unit – Information Technology Unit – Food Unit • Personnel Branch <ul style="list-style-type: none"> – County Personnel Unit – Other Personnel Unit
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Plans and Reports:

- EOC Action Plan

Forms and Guides:

<ul style="list-style-type: none">• Logistics Section Chief Job Aid Checklist or WebEOC Tools/Checklists• Communications List (ICS 205A) or WebEOC Contacts• Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board	<ul style="list-style-type: none">• Resource Request Message (ICS 213 RR) or WebEOC Resource Request• Activity Log (ICS 214) or WebEOC Activity Log• Resource Tracking (ICS 219) or WebEOC Response Resources
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Technology:

- Laptop
- Phone (Desk or Cell)
- Internet Access (Modem, WiFi, Hot Spot, etc.)

Systems:

- WebEOC
- Inventory Management System
- County Procurement and Financial System

Tools:

- Workstation
- Position Binder (or WebEOC Tools/Checklist)
- Vest

Plans and Reports:

- Emergency Operations Plan
 - Logistics Functional Annex
- EOC Action Plan
 - ICS 201, if the full EOC Action Plan has not been completed

Activation:

- Check-in at the EOC:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts)
 - Physical sign-out book/sheet if physically present on property
- Assist with EOC Setup (if not already fully setup);
- Check workstation to ensure readiness.

- Wear identification vest and read over Logistics Section Chief Job Aid Checklist;
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities:
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log)
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories;
- Based on the situation, activate branches/units within the section as needed and designate Unit Leaders for each element:

<ul style="list-style-type: none"> • Logistics Support Branch • Ground Support Unit • Transportation Unit • Personnel/Volunteers Unit • Facilities Unit 	<ul style="list-style-type: none"> • Supply/Procurement Unit • Logistics Service Branch • Food Unit • Communications Unit • Care and Shelter/Animal Care Unit
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- Mobilize sufficient section staffing for twenty-four (24) hour operations;
- Establish communications with the Logistics Section at the Operational Area EOC if activated, and advise branches and units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field (this should be done prior to acting on the request);
- Meet with the EOC Director and General Staff and identify immediate resource needs;
- Meet with the Finance Section Chief and determine level of purchasing authority for the Logistics Section;
- Assist Branch Supervisors in developing objectives for the section as well as plans to accomplish their objectives within the first Operational Period, or in accordance with the Action Plan;
- Provide periodic Section Status Reports to the EOC Director;
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Response:

- Ensure that Logistic Section position logs and other necessary files are maintained;
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming Operational Periods;
- Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least thirty (30) minutes prior to each Action Planning meeting;
- Attend and participate in EOC Action Planning meetings;
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance Section, and that all required documents and procedures are completed and followed;

- Ensure that transportation requirements, in support of response operations, are met;
- Ensure that all requests for facilities and facility support are addressed;
- Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid:
 - FORM: Resource Request Message (ICS 213 RR or WebEOC Resource Request)
 - FORM: Resource Tracking (ICS 219 or WebEOC Response Resources);
- Provide section staff with information updates as required.

Shift Change:

- Provide turnover briefing to position replacement;
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period:
 - Logistics Section Chief Job Aid Checklist or WebEOC Tools/Checklist;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);
- Provide all completed documentation to the Documentation Unit;
- Follow EOC checkout procedures, including signing out, workstation clean-up, and forwarding phone number where you can be reached:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-out book/sheet if physically present on property

Demobilization and Termination:

- Deactivate appropriate Section Positions when authorized by EOC Director, and follow Demobilization Unit Leader directions/plan;
- Identify staff to support on-going Recovery Operations and Recovery Plan, and advise identified staff on their continual support role;
- Complete all required forms, reports, and other documentation;
- Provide all completed documentation to the Documentation Unit, prior to departure;
- Turn over financial information to Finance Section Chief;
- Clean work area before leaving;
- Provide a forwarding phone number where you can be reached;
- Be prepared to provide input to the After-Action Report.

Appendix B2: Communications | IT Unit Leader Job Aid Checklist

Responsible for managing all computing needs including desktop/laptop computers, network and communications (e.g. Internet/wireless, telephones, radios, etc.), printing, audio/visual and other technology needs for the EOC.

Elements include:

- Coordinates with all sections and branches/groups/units on operating procedures for computing, network and communications systems;
- Provides support for all EOC Information Systems and ensures automated information links with partner EOCs/DOCs are maintained including, if applicable, audio, visual, and teleconferencing equipment.

Reports to:

- Logistics Section Chief

Plans and Reports:

- EOC Action Plan
 - Incident Radio Communications Plan (ICS 205 or WebEOC Action Plan Forms List)
 - Communications List (ICS 205A or WebEOC Contact)

Forms and Guides:

<ul style="list-style-type: none"> • Communications/IT Unit Leader Job Aid Checklist or WebEOC Tools/Checklist • Communications List (ICS 205A) or WebEOC Contacts • Incident Radio Communications Plan (ICS 205 or WebEOC EOC Action Plan Forms List); 	<ul style="list-style-type: none"> • Incident Organization Chart (ICS 207) or WebEOC EOC Action Plan Forms List • Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board • Activity Log (ICS 214) or WebEOC Activity Log • Communication Status or WebEOC AuxComm Station Status
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Technology:

- Laptop
- Phone (Desk or Cell)

Tools:

- Workstation
- Position Binder (or WebEOC Tools/Checklist)
- Vest

Activation:

- Check-in at the EOC:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in book/sheet if physically present on property
- Assist with EOC Setup (if not already fully setup);
- Check workstation to ensure readiness;
- Wear identification vest and read over Job Aid;
- Receive situation, section, and position briefing from available and appropriate personnel;
- Ensure readiness to maintain concise records of position activities:
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);

Response:

- Develop the Emergency Communication Plan for all communication modes within the EOC and field Incident Command Posts when needed:
 - FORM: Incident Radio Communications Plan (ICS 205 or WebEOC EOC Action Forms List);
- Determine what communications equipment is necessary;
- Provide technical information as required;
- Manage data/telephone services for the EOC; receive priorities or special requests;
- Support communications connectivity between EOC and field units, other operations centers including DOCs and the Operations Area EOC and mutual aid providers
- Provide communications equipment provided to County liaisons to other agencies;
- Maintain record of all communications equipment checked out to EOC and other staff;
- Provide communications briefings and technology status reports as requested at action planning meetings:
 - FORM: Communication Status or WebEOC AuxComm Station Status.

Shift Change:

- Provide turnover briefing to position replacement;
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period:
 - Communications/IT Unit Leader Job Aid Checklist or WebEOC Tools/Checklist;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);
- Provide all completed documentation to the Documentation Unit;
- Follow EOC checkout procedures, including signing out, workstation clean-up, and forwarding phone number where you can be reached:
 - FORM: ICS - 211 (WebEOC Sign In/Sign Out Board);

- FORM: Communications List (ICS 205A or WebEOC Contacts);
- Physical sign-out book/sheet if physically present on property

Demobilization and Termination:

- Deactivate position when authorized by EOC Director, and follow Demobilization Unit Leader directions/plan;
- Complete all required forms, reports, and other documentation;
- Provide all completed documentation to the Documentation Unit, prior to departure;
- Turn over financial information to Finance Section Chief;
- Clean work area before leaving;
- Provide a forwarding phone number where you can be reached;
- Be prepared to provide input to the After-Action Report.

Appendix B3: Transportation Unit Leader Job Aid Checklist

Responsible for coordinating the allocation of transportation resources required to move people, equipment and essential supplies during emergency response and recovery operations.

Elements Include:

- Supervise the Transportation Unit;
- In coordination with the Building and Engineering, Public Works Branch Coordinators and the Situation Analysis Unit, develop a transportation plan to support EOC operations;
- Arrange for the acquisition or use of required transportation resources.

Reports to:

- Logistics Section Chief

Plans and Reports:

- EOC Action Plan
- Transportation Plan
- Traffic Plan

Forms and Guides:

<ul style="list-style-type: none"> • Transportation Unit Leader Job Aid Checklist or WebEOC Tools/Checklist • Communications List (ICS 205A) or WebEOC Contacts • Incident Organization Chart (ICS 207) or WebEOC EOC Action Plan Forms List 	<ul style="list-style-type: none"> • Activity Log (ICS 214) or WebEOC Activity Log • Resource Tracking (ICS 219) or WebEOC Response Resources
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Technology:

- Laptop
- Phone (Desk or Cell)
- Internet Access (Modem, WiFi, Hot Spot, etc.)

Systems:

- WebEOC
- Inventory Management System
- County Procurement and Financial System

Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

Activation:

- Check-in at the EOC:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in book/sheet if physically present on property
- Assist with EOC Setup (if not already fully setup);
- Check workstation to ensure readiness;
- Wear identification vest and read over Job Aid;
- Receive situation, section and position briefing from available and appropriate personnel;
- Ensure readiness to maintain concise records of position activities:
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);

Response:

- Establish and maintain a Position Log and other necessary files;
- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area:
 - FORM: Incident Radio Communications Plan (ICS 205 or WebEOC Action Forms List);
- Routinely coordinate with the Building and Engineering, and Public Works Branch Coordinators to determine progress of route recovery operations;
- Develop a Transportation Plan which identifies routes of ingress and egress; facilitating the movement of response personnel, the affected population and shipment of resources and material;
- Arrange for and activate fueling, maintenance and repair of transportation resources;
- Maintain an inventory of transportation resources;
- Maintain use information on rented/leased equipment;
- Notify the Resources Unit of changes to transportation equipment;
- Support out-of-service resources;
- Establish contact with local transportation agencies and schools to establish availability of transportation resources for use in evacuations and other operations as needed:
 - FORM: Resource Tracking (ICS 219 or WebEOC Response Resources);
- Keep the Logistics Support Branch Director informed of significant issues affecting the Transportation Unit.

Shift Change:

- Provide turnover briefing to position replacement;
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming Operational Period:
 - Transportation Unit Leader Job Aid Checklist or WebEOC Tools/Checklist;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);
- Provide all completed documentation to the Documentation Unit;
- Follow EOC checkout procedures, including signing out, workstation clean-up, and forwarding phone number where you can be reached:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-out book/sheet if physically present on property

Demobilization and Termination:

- Deactivate position when authorized by EOC Director, and follow Demobilization Unit Leader directions/plan;
- Complete all required forms, reports, and other documentation;
- Provide all completed documentation to the Documentation Unit, prior to departure;
- Turn over financial information to Finance Section Chief;
- Clean work area before leaving;
- Provide a forwarding phone number where you can be reached;
- Be prepared to provide input to the After-Action Report.

Appendix B4: Personnel Unit Leader Job Aid Checklist

Responsible for obtaining, coordinating and allocating all non-fire and non-law-enforcement mutual aid personnel support requests; registering and coordinating volunteers as Disaster Services Workers (**DSW**); feeding and caring for all emergency workers; and the overall coordination and care of all County/Agency staff, both paid and volunteer.

Elements include:

- Provide personnel resources as requested in support of the EOC and Field Operations;
- Identify, recruit and register volunteers as required;
- Develop a Volunteer Management organization chart:
 - FORM: Incident Organization Chart (ICS 207 or WebEOC Action Plan Files List);
- Work with the Planning Section staff to identify volunteer needs;
- Develop a plan to distribute volunteers to necessary field locations;
- Coordinate with the Resources Unit to track all volunteer resources.

Report to:

- Logistics Section Chief

Plans and Reports:

- EOC Action Plan
- Volunteer Organizations Coordination Report

Forms and Guides:

<ul style="list-style-type: none"> • Personnel Unit Leader Job Aid Checklist or WebEOC Tools/Checklist • Communications List (ICS 205A) or WebEOC Contacts • Incident Organization Chart (ICS 207) or WebEOC EOC Action Plan Forms List • Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board 	<ul style="list-style-type: none"> • Activity Log (ICS 214) or WebEOC Activity Log • Resource Request Message (ICS 213 RR) or WebEOC Resource Request • Resource Tracking (ICS 219) or WebEOC Response Resources • Disaster Service Worker Volunteer (DSW/V) Registration Form
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Technology:

- Laptop
- Phone (Desk or Cell)
- Internet Access (Modem, WiFi, Hot Spot, etc.)

Systems:

- WebEOC
- Inventory Management System
- County Procurement and Financial System

Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

Activation:

- Check-in at the EOC:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in book/sheet if physically present on property
- Assist with EOC Setup (if not already fully setup);
- Check workstation to ensure readiness;
- Wear identification vest and read over Job Aid;
- Receive situation, section and position briefing from available and appropriate personnel;
- Ensure readiness to maintain concise records of position activities:
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);

Response:

- Establish and maintain a position log and other necessary files;
- Manage check-in:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in/sign-out book/sheet if physically present on property
- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position;
- Upon check-in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel:
 - FORM: Incident Organization Chart (ICS 207 or WebEOC EOC Action Plan Forms List)
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff including volunteers, receive a current situation and safety briefing upon check-in:
 - FORM: Safety Message Plan (ICS 208 or WebEOC EOC Action Plan Forms List);

- Establish communications with volunteer agencies and other organizations that can provide personnel resources. Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required;
- Process all incoming requests for personnel support;
- Identify the number of personnel, special qualifications or training, where they are needed and the person or unit, they should report to upon arrival;
- Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly:
 - FORM: Resource Request Message (ICS 213 RR or WebEOC Resource Request);
 - FORM: Resource Tracking (ICS 219 or WebEOC Response Resources);
- Maintain a status board or other reference to keep track of incoming personnel resources;
- Update EOC organization chart for each Operational Period;
- Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC;
- Assist the Fire & Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required;
- To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request;
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire Mental Health specialists as needed;
- Arrange for childcare services for EOC personnel as required;
- Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards:
 - FORM: Disaster Service Worker Volunteer (DSW/V) Registration Form;
- Keep the Logistics Support Branch Director informed of significant issues affecting the Personnel Unit.

Appendix B5: Supply | Procurement Unit Leader Job Aid Checklist

Responsible for obtaining and delivering all non-fire and non-law-enforcement mutual aid materials, equipment and supplies to support emergency operations.

Elements include:

- Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels;
- Coordinate procurement actions, delivery of supplies, and materials as required with the Finance Section.

Reports to:

- Logistics Section Chief

Plans and Reports:

- EOC Action Plan

Forms and Guides:

<ul style="list-style-type: none">• Procurement Unit Leader Job Aid Checklist or WebEOC Tools/Checklist• Communications List (ICS 205A or WebEOC Contacts)	<ul style="list-style-type: none">• Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board)• Activity Log (ICS 214 or WebEOC Activity Log)
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Technology:

- Laptop
- Phone (Desk or Cell)
- Internet Access (Modem, WiFi, Hot Spot, etc.)

Systems:

- WebEOC
- Inventory Management System
- County Procurement and Financial System

Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

Activation:

- Check-in at the EOC:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in book/sheet if physically present on property
- Assist with EOC Setup (if not already fully setup);
- Check workstation to ensure readiness;
- Wear identification vest and read over Job Aid;
- Receive situation, section and position briefing from available and appropriate personnel;
- Ensure readiness to maintain concise records of position activities:
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);

Response:

- Determine if requested types and quantities of supplies and material are available in inventory;
- Determine procurement spending limits with the Purchasing Unit in Finance;
- Use pre-printed Purchase Orders and checks on hand provided at the EOC. If feasible, try to use CALcard;
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and verify that the request has not been previously filled through another source;
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their status;
- Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area;
- Determine unit costs of supplies and material, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order. Orders exceeding the purchase order limit must be approved by the Finance Section before the order can be completed. If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance Section for development of necessary agreements;
- Determine if the vendor or provider will deliver the ordered items;
- If delivery services are not available, coordinate pickup and delivery through the Transportation Unit;
- Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations:
 - Use the Sacramento County Volunteer and Donation Management Plan as a guide;
 - Obtain initial damage assessment and other situational reports to begin identifying the scope and locations of needed goods and assistance;
 - Provide regular situation status reports to the Planning Section;

- Monitor donations-related activities (e.g. large corporate in-kind donations of food or supplies) and begin preparing for their arrival;
- Coordinate with voluntary-sector and private-sector liaisons to monitor which donation types are being offered, accepted and brought into the area;
- Coordinate with the JIC through the JIS to ensure creation and dissemination of public information about donations, particularly the preference for monetary donations over in-kind donations;
- Review pre-scripted message for public information and modify as needed;
- Prepare and distribute public information messages encouraging cash donations instead of in-kind donations and explaining how monetary donations can be made;
- Establish and publicize a local call center, e.g. 211, and a designated website as the primary sources of donations information for the public;
- Activate any existing agreements with radio, television, online news sources, and other media outlets to deliver scripted messages and any newly developed ones;
- Contact public relations offices of local elected officials to ensure consistency of messaging;
- Keep the Logistics Support Branch Director informed of significant issues affecting the Supply/Procurement Unit.

Shift Change:

- Provide turnover briefing to position replacement;
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period:
 - Procurement Unit leader Job Aid Checklist or WebEOC Tools/Checklists;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);
- Provide all completed documentation to the Documentation Unit;
- Follow EOC checkout procedures, including signing out, workstation clean-up, and forwarding phone number where you can be reached:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-out book/sheet if physically present on property

Demobilization and Termination:

- Deactivate position when authorized by EOC Director, and follow Demobilization Unit Leader directions/plan;
- Complete all required forms, reports, and other documentation;
- Provide all completed documentation to the Documentation Unit, prior to departure;
- Turn over financial information to Finance Section Chief;
- Clean work area before leaving;
- Provide a forwarding phone number where you can be reached;

- Be prepared to provide input to the After-Action Report.

Appendix B6: Facilities Unit Leader Job Aid Checklist

Responsible for ensuring adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.

Elements Include:

- Ensure acquired buildings, building floors and workspaces are returned to their original state when no longer needed.

Reports to:

- Logistics Section Chief

Plans and Reports:

- EOC Action Plan

Forms and Guides:

- Facilities Unit Leader Job Aid Checklist or WebEOC Tools/Checklists
- Communications List (ICS 205A) or WebEOC Contacts
- Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board
- Activity Log (ICS 214) or WebEOC Activity Log

Forms and Guides:

<ul style="list-style-type: none"> • Facilities Unit Leader Job Aid Checklist or WebEOC Tools/Checklist • Communications List (ICS 205A) or WebEOC Contacts 	<ul style="list-style-type: none"> • Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board • Activity Log (ICS 214) or WebEOC Activity Log
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Technology:

- Laptop
- Phone (Desk or Cell)
- Internet Access (Modem, WiFi, Hot Spot, etc.)

Systems:

- WebEOC
- Inventory Management System

- County Procurement and Financial System

Tools:

- Workstation
- Position Binder (Can be virtual)
- Vest

Activation:

- Check-in at the EOC:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in book/sheet if physically present on property
- Assist with EOC Setup (if not already fully setup);
- Check workstation to ensure readiness;
- Wear identification vest and read over Job Aid;
- Receive situation, section and position briefing from available and appropriate personnel;
- Ensure readiness to maintain concise records of position activities:
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);

Response:

- Establish and maintain a position log and other necessary files;
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC;
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level;
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly;
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager;
- Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager;
- Ensure all structures are safe for occupancy and that they comply with ADA requirements;
- As facilities are vacated, coordinate with the facility manager to return the location to its original state, including removing and returning furnishings and equipment, arranging for janitorial services and locking or otherwise securing the facility;
- Keep the Logistics Support Branch Director informed of significant issues affecting the facilities unit.

Shift Change:

- Provide briefing to position replacement;
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period:
 - Facilities Unit Leader Job Aid Checklist or WebEOC Tools/Checklists;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);
- Provide all completed documentation to the Documentation Unit;
- Follow EOC checkout procedures, including signing out, workstation clean-up, and forwarding phone number where you can be reached:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-out book/sheet if physically present on property

Demobilization and Termination:

- Deactivate position when authorized by EOC Director, and follow Demobilization Unit Leader directions/plan;
- Complete all required forms, reports, and other documentation;
- Provide all completed documentation to the Documentation Unit, prior to departure;
- Turn over financial information to Finance Section Chief;
- Clean work area before leaving;
- Provide a forwarding phone number where you can be reached;
- Be prepared to provide input to the After-Action Report.

Appendix B7: Food Unit Leader Job Aid Checklist

Responsible for coordinating all feeding operations for the EOC, support, and field personnel.

Elements include:

- Establishes and disseminates a feeding plan that identifies cost limits, authorized vendors, catering companies, types of food, etc. Be aware of special diets;
- Sets meal schedules;
- Sets up and manages eating areas for EOC, staff and field personnel;
- Establishes a personnel-feeding account for EOC, support and field personnel at local restaurants;
- Briefs all EOC personnel on the location, cost limitations and incident number used for each restaurant or caterer.

Reports to:

- Logistics Service Branch Director

Plans and Reports:

- EOC Action Plan

Forms and Guides:

<ul style="list-style-type: none">• Food Unit Leader Job Aid Checklist or WebEOC Tools/Checklist• Communications List (ICS 205A) or WebEOC Contacts	<ul style="list-style-type: none">• Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board• Activity Log (ICS 214) or WebEOC Activity Log
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Technology:

- Laptop
- Phone (Desk or Cell)
- Internet Access (Modem, WiFi, Hot Spot, etc.)

Systems:

- WebEOC
- Inventory Management System
- County Procurement and Financial System

Tools:

- Workstation
- Position Binder (Can be virtual)

- Vest

Activation:

- Check-in at the EOC;
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in book/sheet if physically present on property
- Assist with EOC Set-up (if not already fully set-up);
- Check workstation to ensure readiness;
- Wear identification vest and read over job aid;
- Receive situation, section and position briefing from available and appropriate personnel;
- Ensure readiness to maintain concise records of position activities;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);

Response:

- Obtains necessary equipment, supplies and facilities to establish food service (including hot/cold storage and/or handling);
- Ensures food service areas meet appropriate health and safety measures and are maintained in a clean condition;
- Orders sufficient food and water from or through the Supply Unit;
- Maintains an inventory of food, water, condiments and supplies;
- Coordinates with Procurement Unit to ensure all purchases are pre-approved and paid.

Appendix B8: Volunteer Coordinator Unit Leader Job Aid Checklist

Elements include:

- Staff the Volunteer Team in the EOC and supports the Planning Section Resource Unit and the Logistics Section Supply Unit;
- Establish one or more assembly and staging sites for volunteers to report for credential screening and potential assignment (Volunteer Reception Centers);
- Manage the Volunteer DSW/V process including document management:
 - FORM: Disaster Service Worker Volunteer (DSW/V) Registration Form

Reports to:

- Logistics Service Branch Director

Plans and Reports:

- EOC Action Plan

Forms and Guides:

<ul style="list-style-type: none"> • Volunteer Coordinator Unit Leader Job Aid Checklist or WebEOC Tools/Checklist • Communications List (ICS 205A) or WebEOC Contacts 	<ul style="list-style-type: none"> • Incident Check-In List (ICS 211) or WebEOC Sign In/Out Board • Activity Log (ICS 214) or WebEOC Activity Log • Disaster Service Worker Volunteer (DSW/V) Registration Form
--	--

Technology:

- Laptop
- Phone (Desk or Cell)
- Internet Access (Modem, WiFi, Hot Spot, etc.)

Systems:

- WebEOC
- Inventory Management System
- County Procurement and Financial System

Tools:

- Workstation
- Position Binder (Can be virtual)

- Vest

Activation:

- Check-in at the EOC;
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);
 - FORM: Communications List (ICS 205A or WebEOC Contacts);
 - Physical sign-in book/sheet if physically present on property
- Assist with EOC Set-up (if not already fully set-up);
- Check workstation to ensure readiness;
- Wear identification vest and read over job aid;
- Receive situation, section and position briefing from available and appropriate personnel;
- Ensure readiness to maintain concise records of position activities;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);

Response:

- Obtains necessary equipment, supplies and facilities to establish the Volunteer Team in the EOC and the Volunteer Reception Center(s), as necessary;
- Establishes one or more assembly and staging sites for volunteers to report for credential screening and potential assignment (Volunteer Reception Centers);
- Coordinates pre-deployment registration and the ready availability of sufficient numbers of appropriately qualified volunteers from or through the Planning Section Resource Unit to meet projected response requirements;
- Manages the Disaster Service Worker Volunteer (DSW/V) process including document management:
 - FORM: Disaster Service Worker Volunteer (DSW/V) Registration Form
- Coordinates with and supports the Planning Section Resource Unit and the Logistics Section Supply Unit.

Shift Change:

- Provide turnover briefing to position replacement;
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming Operational Period:
 - Volunteer Coordinator Unit Leader Job Aid Checklist or WEB EOC Tools/Checklist;
 - FORM: Activity Log (ICS 214 or WebEOC Activity Log);
- Provide all completed documentation to the Documentation Unit;
- Follow EOC checkout procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached:
 - FORM: Incident Check-In List (ICS 211 or WebEOC Sign In/Sign Out Board);

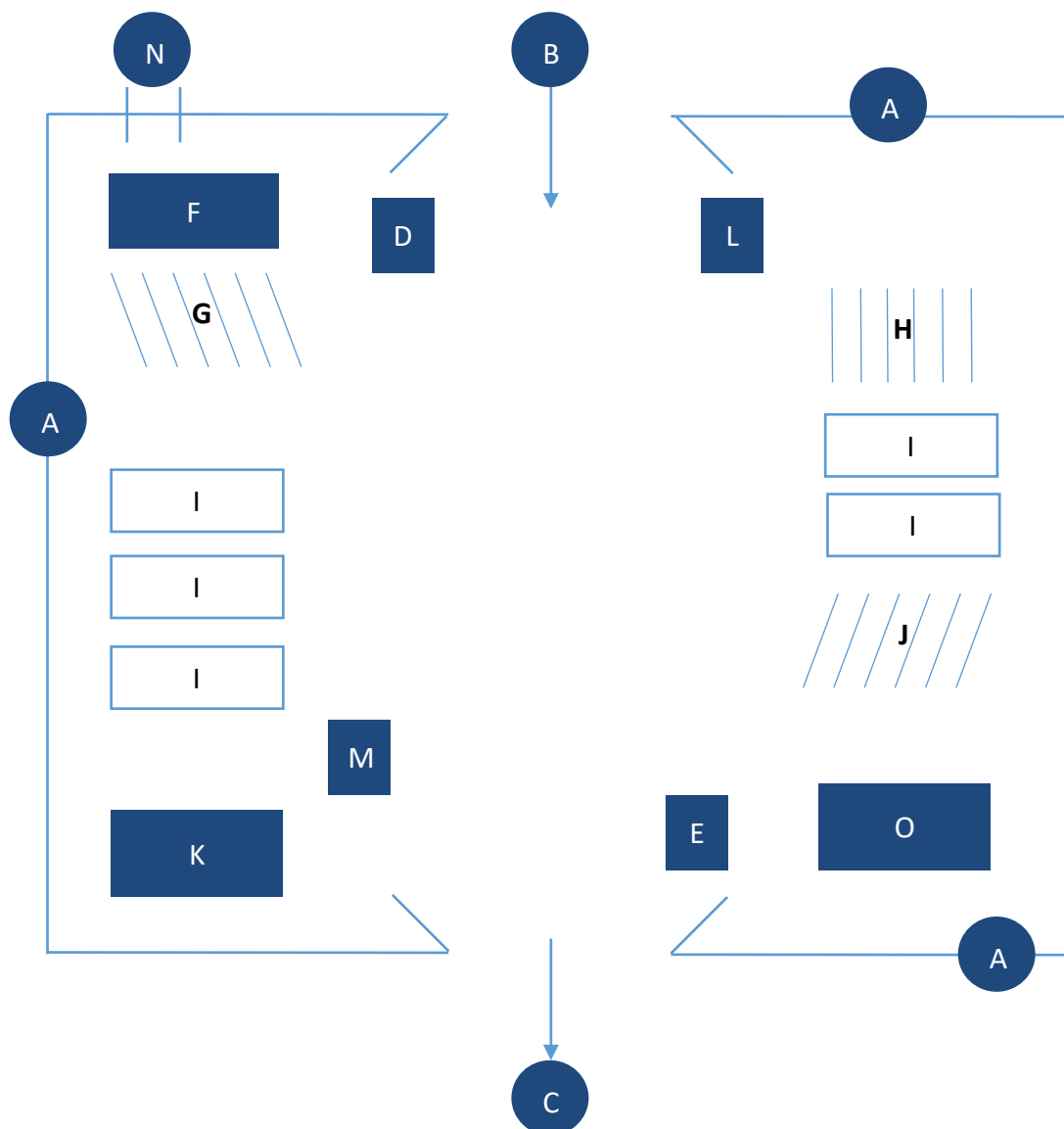
- FORM: Communications List (ICS 205A or WebEOC Contacts);
- Physical sign-out book/sheet if physically present on property

Demobilization and Termination:

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan;
- Complete all required forms, reports, and other documentation;
- Provide all completed documentation to the Documentation Unit, prior to departure.
- Turn over financial information to Finance Section Chief;
- Clean work area before leaving;
- Provide a forwarding phone number where you can be reached;
- Be prepared to provide input to the After-Action Report.

Appendix C: Sample Staging Area Schematic and Equipment List

Staging Area Schematic Key			
A	Perimeter Fence	F	Administration/communication s/command facility/worker rest area
B	Delivery vehicle entrance	G	Worker parking
C	Delivery vehicle exit	H	Resource delivery drop-off area
D	Vehicle/resource check in station	I	Materials handling/commodity staging area
E	Vehicle/resource check out station	J	Resource distribution loading area
		K	Equipment yard/ground support area
		L	Security HQ
		M	Fueling station (optional)
		N	Staff entry/exit
		O	Vehicle driver rest area



Support Area	Description
Equipment Yard	Material handling equipment, emergency power, light towers, etc.
Driver Support Center	Restrooms, showers, water, and information for drivers awaiting deployment
Ground Support Area	An area for support equipment, fuel, tool kits, spill kits, and limited repair parts needed for equipment requiring support
LSA Command Post	A field office for command staff and staff needing workstations
Staff Rest Area	Food and water, restrooms, showers, phones, computers, and power outlets
Staff Gate and Parking Area	A gate where staging area personnel enter and/or exit, with associated parking

*Activation of these support areas is based upon the incident needs. Some or all of these support areas may be established at a staging area depending on the scale of the distribution mission and the logistical requirements of the staging site.

Equipment

trailers, wheel chocks, barriers, road cones, truck seals

generators, portable light sets, forklifts, pallet jacks, pallet puller

rope, strapping, chain, chain sling, chain hooks

banding machine, tape, stretch wrap, duct tape, surveyor's tape

satellite phone, fire extinguisher, flashlights with batteries, ear plugs/hearing protection, reflective safety vest, rainwear, gloves

shelf-stable meals and bottled water for staff

dumpster, portable toilets

Appendix D: Incident Briefing (ICS 201)

INCIDENT BRIEFING (ICS 201)

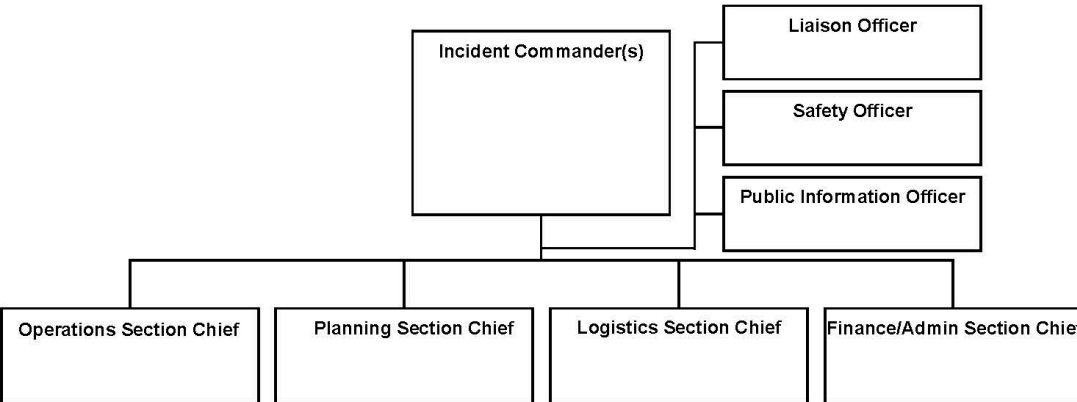
1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		Date: _____ Time: _____
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): 		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. 		
6. Prepared by: Name: _____		Position/Title: _____ Signature: _____
ICS 201, Page 1	Date/Time: _____	



INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:	
		Date: _____	Time: _____
7. Current and Planned Objectives:			
8. Current and Planned Actions, Strategies, and Tactics:			
Time: _____	Actions: _____		
6. Prepared by: Name: _____		Position/Title: _____	Signature: _____
ICS 201, Page 2		Date/Time: _____	

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
9. Current Organization (fill in additional organization as appropriate):		
 <pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] </pre>		
6. Prepared by: Name: _____ Position/Title: _____		Signature: _____
ICS 201, Page 3		Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____		Position/Title: _____		Signature: _____	
ICS 201, Page 4			Date/Time: _____		

Appendix F: Incident Organization Chart (ICS 207)

INCIDENT ORGANIZATION CHART (ICS 207)			
1. Incident Name: _____	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		
3. Organization Chart			
ICS 207	IAP Page _____	4. Prepared by: Name: _____	Position/Title: _____
		Signature: _____	Date/Time: _____

Appendix G: Safety Message/Plan (ICS 208)

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:	
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At:	
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____	
ICS 208	IAP Page _____ Date/Time: _____

Appendix H: Incident Check In List (ICS 211)

INCIDENT CHECK-IN LIST (ICS 211)																			
1. Incident Name:			2. Incident Number:			3. Check-In Location (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other			4. Start Date/Time: Date: _____ Time: _____										
Check-In Information (use reverse of form for remarks or comments)																			
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:								6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit	
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF													
ICS 211		17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____																	

Appendix I: RR Resource Request Message (ICS 213)

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:			2. Date/Time		3. Resource Request Number:		
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
5. Requested Delivery/Reporting Location:							
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:				8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:	
10. Logistics Order Number:					11. Supplier Phone/Fax/Email:		
12. Name of Supplier/POC:							
13. Notes:							
14. Approval Signature of Auth Logistics Rep:					15. Date/Time:		
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC							
17. Reply/Comments from Finance:							
18. Finance Section Signature:					19. Date/Time:		
ICS 213 RR, Page 1							

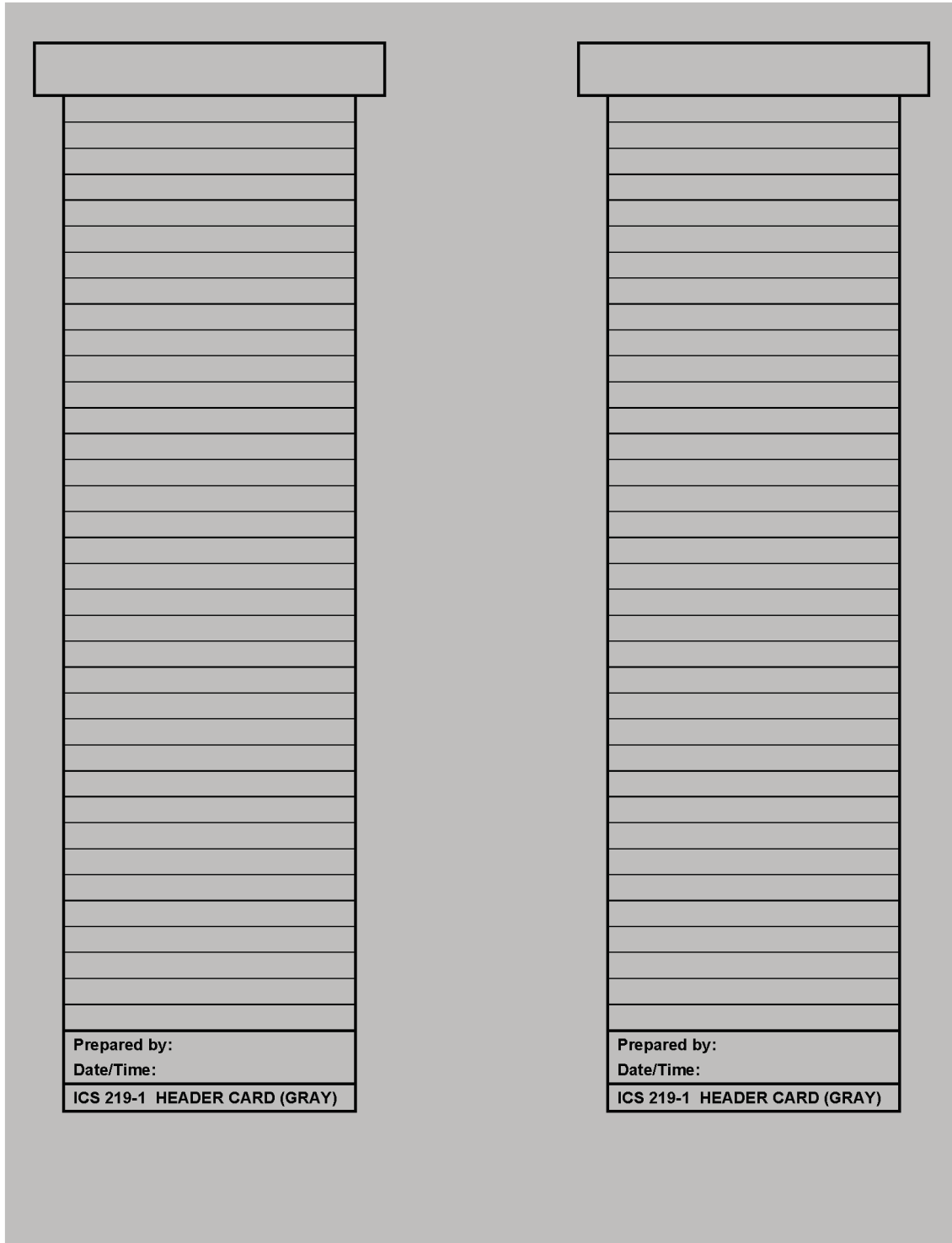
Appendix J: Activity Log (ICS 214)

ACTIVITY LOG (ICS 214)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Name:	4. ICS Position:	5. Home Agency (and Unit):	
6. Resources Assigned:			
Name	ICS Position	Home Agency (and Unit)	
7. Activity Log:			
Date/Time	Notable Activities		
8. Prepared by: Name: _____		Position/Title: _____	Signature: _____
ICS 214, Page 1		Date/Time: _____	

Appendix K: Resource Status Cards (T-Card or ICS 219)

Header Card (ICS 219-1)



The image displays two identical blank forms for ICS 219-1 Header Cards. Each card is a vertical rectangle with a gray background. At the top, there is a horizontal header box. Below this, the main body of the card is filled with 25 horizontal lines for data entry. At the bottom of each card, there is a small rectangular box containing the following text: "Prepared by:", "Date/Time:", and "ICS 219-1 HEADER CARD (GRAY)".

Crew/Team Card (ICS 219-2)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Front</i>			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Crew/Team ID #(s) or Name(s):			
Manifest:		Total Weight:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Method of Travel to Incident:			
<input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other			
Home Base:			
Departure Point:			
ETD:		ETA:	
Transportation Needs at Incident:			
<input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other			
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-2 CREW/TEAM (GREEN)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Back</i>			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers			
<input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-2 CREW/TEAM (GREEN)			

Engine Card (ICS 219-3)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Front</i>			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-3 ENGINE (ROSE)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Back</i>			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-3 ENGINE (ROSE)			

Helicopter Card (ICS 219-4)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Front</i>			
Date/Time Checked In:			
Pilot Name:			
Home Base:			
Departure Point:			
ETD:		ETA:	
Destination Point:			
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-4 HELICOPTER (BLUE)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Back</i>			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-4 HELICOPTER (BLUE)			

Personnel Card (ICS 219-5)

ST/Unit:	Name:	Position/Title:
<i>Front</i>		
Date/Time Checked In:		
Name:		
Primary Contact Information:		
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Weight:	
Method of Travel to Incident: <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other		
Home Base:		
Departure Point:		
ETD:	ETA:	
Transportation Needs at Incident: <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other		
Date/Time Ordered:		
Remarks:		
Prepared by:		
Date/Time:		
ICS 219-5 PERSONNEL (WHITE CARD)		

ST/Unit:	Name:	Position/Title:
<i>Back</i>		
Incident Location:	Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____		
Notes:		
Incident Location:	Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____		
Notes:		
Incident Location:	Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____		
Notes:		
Prepared by:		
Date/Time:		
ICS 219-5 PERSONNEL (WHITE CARD)		

Fixed Wing Card (ICS 219-6)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Front</i>			
Date/Time Checked-In:			
Pilot Name:			
Home Base:			
Departure Point:			
ETD:		ETA:	
Destination Point:			
Date/Time Ordered:			
Manufacturer:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-6 FIXED-WING (ORANGE)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Back</i>			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-6 FIXED-WING (ORANGE)			

Equipment Card (ICS 219-7)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Front</i>			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-7 EQUIPMENT (YELLOW)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Back</i>			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status:			
<input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-7 EQUIPMENT (YELLOW)			

Miscellaneous Equipment/Task Force Card (ICS 219-8)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Front</i>			
Date/Time Checked In:			
Leader Name:			
Primary Contact Information:			
Resource ID #(s) or Name(s):			
Home Base:			
Departure Point:			
ETD:		ETA:	
Date/Time Ordered:			
Remarks:			
Prepared by:			
Date/Time:			
ICS 219-10 GENERIC (LIGHT PURPLE)			

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #
<i>Back</i>			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Incident Location:		Time:	
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____			
Notes:			
Prepared by:			
Date/Time:			
ICS 219-10 GENERIC (LIGHT PURPLE)			

Appendix L: Disaster Service Worker Volunteer Registration Form

DISASTER SERVICE WORKER VOLUNTEER REGISTRATION

LOCAL AND STATE INFORMATION

Loyalty Oath under Code of Civil Procedure §2015.5 & Title 19, Div.2, Chap.2, Sub-Chap.3, §2573.1

TYPE OR PRINT IN INK:

SHADED AREAS REQUIRED BY PROGRAM REGULATIONS

ATTACH PHOTOGRAPH HERE	<p style="color: red; font-size: small;">This block completed ONLY by Accredited Disaster Council, designated government agency or jurisdiction.</p> <p>CLASSIFICATION: _____ SPECIALTY: _____</p> <p>REGISTERING AGENCY OR JURISDICTION: _____</p> <p>SIGNATURE OF AUTHORIZED PERSON: _____ TITLE: _____</p> <p>REGISTRATION DATE: _____ RENEWAL DATES: _____</p> <p>EXPIRATION DATE:* _____ DSW CARD ISSUED?: NO? YES? #: _____</p> <p>PROCESSED BY: _____ DATE: _____ TO CENTRAL FILES: _____</p>
------------------------------	--

NAME:	LAST	FIRST	MI	SSN:	
ADDRESS:	CITY:		STATE	ZIP:	
COUNTY:	HOME PHONE:		WORK PHONE:		
PAGER:	E-MAIL:		DATE OF BIRTH: (optional)		
DRIVER LICENSE NUMBER: (if applicable)	DRIVER LICENSE CLASSIFICATION: A? B? C?		LICENSE EXPIRATION DATE:		
OTHER DRIVING PRIVILEGES:					
IN CASE OF EMERGENCY, CONTACT:				EMERGENCY PHONE:	
PHYSICAL IDENTIFICATION:	HAIR:	EYES:	HEIGHT:	WEIGHT: (optional)	BLOOD TYPE: (optional)
COMMENTS:					

PARENT/LEGAL GUARDIAN CONSENT FOR MINOR

As the parent or legal guardian of _____, a minor, I hereby give my full consent and approval for him/her to participate as a DSW volunteer. I understand there may be risks of serious bodily injury inherent in DSW volunteer activities, as well as in traveling and other related activities incidental to his/her participation, and I hereby assume these risks on behalf of him/her.

_____ _____
SIGNATURE OF PARENT/LEGAL GUARDIAN **DATE**

Government Code (GC) §3108-3109:

Every person who, while taking and subscribing to the oath or affirmation required by this chapter, states as true any material matter which he or she knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison for two, three, or four years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony, and is punishable by imprisonment in the state prison.

LOYALTY OATH OR AFFIRMATION (GC §3102) If SELF-CERTIFICATION approved by ADC, official's signature and title not required.

I, _____, do solemnly swear (or affirm) that I will support and defend the

PRINT NAME

Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed on _____ in _____, California.

_____ _____
DATE **SIGNATURE OF VOLUNTEER**

_____ _____
DATE **TITLE**

SIGNATURE OF OFFICIAL AUTHORIZED TO ADMINISTER LOYALTY OATH

*Registration for the active DSW Volunteer is effective for the period the person remains a member with that organization; for a volunteer registering for an intermittent or a single event, the expiration date is at the discretion of the Accredited Disaster Council but not to exceed one year. (See GC §3102)
 Cal OES DSW Registration Rev. 8.2016

Appendix M: Warehouse Directory

County-Owned Warehouses		
Warehouse Location	Contact Information	Warehouse Assets